



Naval Education and
Training Command

NAVEDTRA 43100-2B
November 2001



PERSONNEL QUALIFICATION STANDARD

MODEL MANAGER'S GUIDE

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Although the words “he,” “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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INTRODUCTION

This manual, the PQS Model Manager Guide, describes the Model Manager command's responsibilities, as well as the command representative's duties relevant to the maintenance, development, review, and distribution of PQS publications. This guide also defines Naval Education and Training Professional Development and Technology Center's (NETPDTC's) role in assisting the PQS Program participants.

Additionally, this handbook provides guidance and helpful information relevant to other areas of the PQS Program. Although this handbook mainly addresses the duties and functions performed by the Model Manager, other personnel involved in the management or implementation of a PQS Program, such as command PQS Coordinators, instructors, and qualifiers could also find this handbook useful.

PART 1 - PQS PROGRAM BACKGROUND

The Personnel Qualification Standard program is a qualification system for officers and enlisted personnel used when certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to provide a uniform navy-wide documentation system to standardize and facilitate these qualifications.

The goal of the PQS program is to maintain fleet readiness by providing fully qualified watchstanders who have met or exceeded the minimum standards for this watchstation. The principal focus of PQS development is to standardize and facilitate operator watchstander qualification in naval ships and squadrons by detailing the skills necessary to qualify for a specific watchstation, or to perform as a watch team member in ships and aircraft.

PQS shall not duplicate any schoolhouse, GMT, in-rate, or other training. PQS is not required where formal training leading to the awarding of an officer designator code, or a Navy enlisted classification (NEC) exists.

A PQS is intended to present the terminal objectives of a training program that combines formal training with informal command organized training. The primary responsibility for training rests with established training/support activities and traditional "senior-to-subordinate" instruction and supervision. The PQS program allows trainee self-study in preparation for supervised practice. It is intended to promote initiative and responsibility by providing the trainee with specific objectives, job relevant training requirements, and a list of readily available references and resources. The ultimate goal of a PQS is to produce a functional and competent watchstander.

Section 1 - PQS Program

Personnel Qualification Standards is an established program used in commands throughout the Navy. The program is intended to provide Qualification Standards and a method of record keeping for training. It is widely used in the air and surface communities, as well as a number of smaller communities and the Coast Guard. PQS use is mandatory in units to which an applicable PQS is available, except as may be suspended by Fleet Commanders-in-Chief with concurrence of the Chief of Naval Operations (CNO). It is not applicable to Nuclear Propulsion or the Fleet Ballistic Missile Weapons Systems. OPNAVINST 3500.34 (Series) is the governing instruction containing policy, procedures and responsibilities for the PQS Program.

Section 2 - Types of Manuals

With the exception of OPNAVINST 3500.34 (Series), all PQS publications are part of the Naval Education and Training Manual Program and each manual is assigned a unique NAVEDTRA number.

There are currently four basic types of PQS Manuals in distribution, which comprise the bulk of the PQS inventory. These are Traditional Watchstation PQS, Standard Answer Books, Common Core PQS and Enlisted Warfare Specialist PQS. Additionally, three types of PQS Program Information publications are distributed to provide program guidance and product

availability information to PQS users and managers within the fleet: the PQS Catalog, the Unit Coordinator's Guide and the PQS Model Manager's Guide (this publication).

Each Standard is a structured and formalized on-the-job training syllabus that conforms to the Law of Primacy. This Law states that "other things being equal, the individual tends to learn better, and retain longer, his/her first learning in a new field." This requires the acquisition of knowledge in the correct sequence. PQS is developed with this premise in mind, focusing first on watchstation Fundamentals and Systems. These sections teach operating theories and principles and how the equipment functions and interfaces with other equipment during normal operation. With this knowledge in hand, the trainee will be better prepared to identify potential problems and take the proper corrective action while performing the job related tasks in the actual Watchstation or Aircrew Evolution section that complete the PQS. A short description concerning each type of PQS manual is provided in the following paragraphs.

PQS Catalog

The PQS Catalog contains a list of all effective PQS manuals, sorted by NAVEDTRA number and by PQS Title. The catalog also lists which Model Manager is responsible for each effective PQS. Additionally, distribution methods and ordering information for obtaining print or electronic format PQS are explained.

The PQS Catalog is updated annually and is available on the NETPDTC Internet Web Page, SALTS PQS download area, and the PQS CD-ROM. These updates are normally distributed each November.

PQS Program Guides

The purpose of these guides is to describe the PQS Program and to provide guidance for its implementation and management as an element of the overall training program for operational units of the Navy. The procedures and information they contain are provided as guidance. Consult applicable Fleet, TYCOM and other directives for current policy.

Unit Coordinator's Guide (Management Guide) NAVEDTRA 43100-1F

The Unit Coordinator's Guide is primarily intended for use by supervisors who are assigned the responsibility of administering the PQS Program within a command. It describes the responsibilities and duties performed by a command PQS Coordinator in implementing and monitoring various qualifications that are applicable to an operational unit or squadron.

PQS Model Manager's Guide (NAVEDTRA 43100-2B)

The PQS Model Manager's Guide is intended to provide Model Managers and their designated representatives with an orientation of the complete PQS Program, including the PQS development process and revision actions required during the life cycle of a PQS.

Officer & Enlisted Watchstation PQS

A Watchstation PQS is the most common type of PQS in distribution, representing a composite of operational experience requirements produced by a cross-section of Subject Matter Experts (SMEs) and identifying the references and publications the trainee needs in order to obtain the required information. It presents detailed performance requirements in a systematic format requiring the trainee to demonstrate a reasonable amount of knowledge comprehension or skill proficiency. It provides the trainee with a convenient record of

accomplishment while simultaneously providing the supervisor a means of monitoring trainee progress toward watchstation qualifications.

Common Core PQS

Common Core PQS are similar to the traditional Watchstation PQS in style and layout, however they cover a much broader knowledge base of equipment and watchstations than the traditional PQS. Typically, a Common Core PQS compiles similar equipment topics previously contained in several different PQS, providing a single source Qualification Standard for the topic. For example, the Engineering Common Core PQS contains topics on identical generators installed on several different classes of ships, which were previously included in separate PQS for each ship. Common Core PQS are available for Radio Communications, Engineering Fundamentals, Combat Information Center, and Warfare specialties.

PQS Standard Answer Books

The Standard Answer Book (SAB) program was instituted to facilitate Navy-wide uniformity in the qualification process and to reduce the administrative burden on individual commands to develop PQS answer banks. The references used to compile this SAB were selected based on their credibility and availability to trainees. They are the exact same references that are listed in the PQS. In some cases more than one reference is listed following an answer even though the answer given may have been taken from a single reference. The answers given contain only the minimum amount of information considered by the PQS subject matter experts to be necessary for qualifications. For an in-depth understanding of the subject material, there is no substitute for studying the applicable references. In some cases, no single answer will suffice to cover all situations. In these cases, instead of providing an answer, a reference may be made to the Ship's Information Book or other reference for the answer.

Standard Answer Books are only available for a limited number of PQS manuals. SAB's contain specific answers for each question in a basic PQS manual, along with references to the document or technical manual where the answer can be found. The SAB is not for use by the person undertaking PQS Qualification. Instead, it is intended for use by designated command PQS Qualifiers, in order to ensure consistency and accuracy of acceptable responses to the PQS questions and tasks.

The availability of Standard Answer Books for a PQS Manual can be easily identified in the PQS Catalog by the presence of a second entry with the same NAVEDTRA number, but followed by the extension "/SAB" after the NAVEDTRA number.

While it would seem extremely desirable for each effective PQS to have a SAB, the PQS Development Group has found that SABs quickly outdate themselves. Changes in procedures, or changes to technical documents cited as references in the SAB, often require extensive errata changes to the SAB shortly following publication, and frequently throughout the life cycle of the SAB. It is our recommendation that a PQS not have an associated SAB if the PQS Watchstation responsibilities, duties or equipment are relatively new, or if operating procedures, equipment hardware/software, or related technical publications are frequently adjusted or revised.

Enlisted Warfare Specialist PQS

This series of PQS were developed to support the Enlisted Warfare Specialist designation programs promulgated by OPNAV instructions 1410.1 (SCWS), 1414.1 (ESWS), and 1414.2 (EAWS). Each series is composed of a Common Core PQS and a variety of Unit

Specific PQS for each particular type of ship, squadron, or command authorized to award Warfare Specialist designations within the community.

Common Core

The Warfare Specialist Common Core PQS developed for each Warfare Community contains the basic fundamental skills, knowledge and equipment descriptions that are shared by all of the platforms and commands in that community. For example, The EAWS Common Core PQS contains numerous qualification topics concerning ashore airfield layout and operations, but doesn't address flight deck operations. This is because all aviation squadrons are based ashore at some period in their deployment and training cycle, but, due to aircraft configuration, not every squadron operates from flight decks. The flight deck topic would be contained in a Unit Specific PQS developed for each type of Squadron. This concept is repeated for PQS series developed for the remaining Warfare Communities.

There are currently three Common Core PQS supporting the Enlisted Warfare Specialist designation program: EAWS Common Core, ESWS Common Core and SCWS Common Core.

Type or Unit Specific

Each Enlisted Warfare Specialist Type or Unit Specific PQS contains the specific equipment topics, as well as supporting fundamental skill and knowledge topics that are unique to each particular platform. Also, the Type or Unit Specific PQS contains discussions of the command mission and the task assignments that demonstrate practical ability to perform the qualification duties.

There are approximately sixty different Type Specific PQS that support the EAWS, ESWS and SCWS Enlisted Warfare Specialist designation programs.

PQS Errata

A PQS Erratum is a change announcement of limited scope that is issued to correct an error in a specific PQS. It is emergency in nature and only issued where a process or procedure identified in the Standard has true potential to cause severe personnel injury or death, or severely damage equipment if the process remains unchanged. A PQS Errata change will affect only copies of the PQS that are distributed by NAVPUBFORMCEN or NETPDTC in the future. It will not affect those PQS already in stock or currently in the hands of the user.

The availability of a PQS Errata Change for a PQS Manual can be easily identified in the PQS Catalog by the presence of a second entry with the same NAVEDTRA number, but followed by the extension "/ERR" after the NAVEDTRA number.

Section 3 - PQS Program Participants And Responsibilities

The participants of the PQS Program range from CNO staff down to the individual Command PQS Coordinators and PQS Qualifiers. For the purpose of this Guide, we will focus on the command and personnel primarily involved with the development and maintenance of a PQS manual. For specific information on the implementation and monitoring of a command level PQS Program, see the Unit Coordinator's Guide, NAVEDTRA 43100-1F.

The following participants establish the policies that control the PQS Program, access the need for PQS development and revision, and monitor fleet requests for changes to the PQS to ensure that the Qualification Standard remains pertinent and effective.

Chief of Naval Operations (CNO)

The Deputy Chief of Naval Operations (Manpower, Personnel and Training OP-01) establishes overall policy for setting requirements, organizing, supporting and administering the PQS Program. The responsibility for designation of PQS Model Managers is delegated to the CINCLANTFLT and CINCPACFLT N7 Staffs.

The Deputy Chief of Naval Operations for Surface Warfare (OP-03) serves as the Warfare Sponsor for all Surface community PQS. This includes approval of plans for development/revision of PQS and PQS support materials and chairing of periodic Surface PQS Program Review Conferences to assess ongoing policies and programs.

The Deputy Chief of Naval Operations for Air Warfare (OP-05) serves as the Warfare Sponsor for all Aviation community PQS. This includes approval of plans for development/revision of PQS and PQS support materials and chairing of periodic Aviation PQS Program Review Conferences to assess ongoing policies and programs. The specific duties of a PQS Warfare Sponsor include:

- Reviewing Navy Training Plans for new platforms, ship classes, or systems to ensure requirements for new PQS are identified and scheduled.
- Planning and programming for the resources necessary to operate and administer the PQS Program.

Chief of Naval Education and Training (CNET)

The Chief of Naval Education and Training, through Naval Education and Training Professional Development and Technology Center, provides overall management control of the PQS Program. This includes:

- Coordinating the approval and setting of priorities for PQS development with the appropriate OPNAV Sponsors
- Programming funding support for the PQS Program

Fleet Commander-in-Chiefs (FLTCINC's)

Fleet Commanders-in-Chief, specifically the Training Departments (CINCLANTFLT N722 and CINCPACFLT N71), through their Type Commanders:

- Direct the implementation and management of the PQS programs within their respective fleets
- Direct fleet reviews of preliminary PQS to ensure the product is complete, technically correct and an achievable Qualification Standard
- Designate a Model Manager for each PQS currently in distribution
- Review Navy Training Plans for new platforms, ship classes, or systems to ensure fleet requirements for new PQS are identified and scheduled.

Type Commanders (TYCOMs)

- The Type Commanders ensure that new PQS or changes to existing PQS used within their claimancy are relevant and satisfy the qualification requirements that exist at their units.

For the majority of the PQS currently distributed, the Cognizant TYCOMs are COMNAVAIRLANT N7, COMNAVAIRPAC N7, COMNAVSURFLANT N7, COMNAVSURFPAC N7 and to some extent, COMNAVSUBLANT and COMNAVSUBPAC. For PQS that don't fall within the claimancy of these TYCOMs, a TYCOM equivalent command should be identified by liaison between the Model Manager Command and NETPDTC (i.e. COMNAVFACENGCOM for Seabee related PQS or COMNAVMETOCCOM for Meteorological related PQS).

NETPDTC

The Naval Education and Training Professional Development and Technology Center (NETPDTC) is an echelon level three activity of Chief, Naval Education and Training. One of NETPDTC's charters is to continuously review and update all PQS manuals used throughout the Navy. In support of this function, the PQS Development Group, NETPDTC Code N741, functions as CNET's agent for the development, review, revision, production and distribution of all PQS publications.

PQS Development Group (PQSDEVGRU), is the single site developer of Personnel Qualification Standards for the Navy. It employs a Workshop Facilitator staff of military personnel to conduct PQS workshops to develop Standards and SAB's for new equipment, as well as to update older Standards to reflect current equipment and practices used in the fleet.

Workshop Facilitators

The Chief Petty Officers of the PQS Development Group are experienced Fleet personnel who have attended the Navy's Instructor Training School and/or the ITRAC Facilitators training courses. As PQS Workshop Facilitators, they do not usually have specific experience or an extensive background in the unique equipment or watchstation contained in your particular PQS. However, they are exceptionally well versed in fostering the development or revision of PQS by drawing out the expertise of the fleet Subject Matter Experts (SMEs) who attend the PQS Development Workshops. By using the Workshop Facilitators' expertise in the style and development mandates of the PQS structure, and the operational expertise of the Workshop SMEs, the PQS Development Group has successfully developed hundreds of concise, informative and pertinent PQS to support numerous qualification programs throughout the fleet.

Additionally, the PQS Workshop Facilitators serve as the primary liaison with the fleet Model Managers, providing any necessary assistance throughout the life cycle of each PQS.

Editors and Editor Assistants

A civilian editorial staff coordinates the conversion of draft PQS developed in PQS Workshops into documents which adhere to the technical style and format mandated by the PQS System.

PQS Model Manager

A PQS Model Manager is the command, designated by FLTCINCs, responsible for a single PQS manual or a series of PQS manuals. Turn to the chapter on the Model Manager for more information on specific duties and responsibilities.

Responsibilities

- Designating a Model Manager Representative, or if appropriate, establishing a Model Manager Team and identifying members
- Administering the PQS Model Manager Program within the assigned community
- Identifying the following to support the PQS system:
 - Applicable PQS currently in existence
 - New PQS requirements
- Maintaining master copies of PQS, which reflect all interim and errata changes.
- Soliciting, reviewing and compiling recommended PQS changes from all activities on a continuing basis
- Conducting an annual, in-depth, technical review of all PQS materials using inputs from the assigned community
- Issuing interim PQS changes to applicable users in a timely manner.
- Recommending revision of PQS materials to NETPDTC.
- Assisting PQSDEVGRU in convening workshops to revise or develop PQS.
- Consolidating feedback resulting from fleet review of preliminary PQS and providing PQSDEVGRU with recommended changes.
- Establishing and maintaining close liaison with appropriate schools in order to align the PQS system and the training track.

PQS Model Manager Representative

The Model Manager normally designates a department or specific person assigned within the Model Manager's unit to perform those duties associated with managing a specific PQS manual. This representative tasked with overseeing the process of monitoring and updating his or her assigned PQS manuals from the standpoint of technical content and relevance within the community.

Duties

- Tracks all change requests submitted direct from the fleet or via PQS Feedback forms
- Provides NETPDTC with up-to-date point of contact information upon assumption of Model Manager duties.
- Issues interim changes (Pen and Ink) by message.
- Coordinates with NETPDTC to update existing PQS manuals in electronic distribution with interim Change information
- Calls for Annual reviews throughout the PQS user community via message
- Proposes workshops to incorporate information on new equipment
- Proposes electronic changes for equipment deletions, changes or word-smithing
- Hosts Development or Revision PQS Workshops
- Reviews Preliminary PQS and coordinates feedback from FLTCINCs and from within the PQS user community
- Forwards New PQS Availability messages to cognizant commands within the PQS user community

Example Model Manager Point Of Contact Information Message

```
R 170903Z JUN 97
FM FCTCLANT NORFOLK VA//N7//
TO NETPDTC PENSACOLA FL//N741//
BT
UNCLAS //N03500//
MSGID//GENADMIN/FCTCLANT//
SUBJ/MODEL MANAGER POINT OF CONTACT INFORMATION FOR NAVEDTRA 43XXX-XX, (TITLE) PERSONNEL
QUALIFICATION /STANDARD//
REF/A/GENADMIN/CINCLANTFLT/211535ZMAY97//
NARR/REF A IS ASSIGNMENT OF PQS MODEL MANAGER DUTIES TO ORIG COMMAND.//
POC/HENDRICKS/GMCM/-/FCTCLANT/TEL:DSN 555-5555/TEL:COMM(555)555-5555//
RMKS/1. IAW REF A, ORIG POC FOR MATTERS DEALING WITH SUBJ PQS IS PROVIDED AS FOLLOWS:

RANK/RATE: GMCM LAST, FIRST NAME: HENDRICKS, RONALD
COMMAND MAILING ADDRESS: COMMANDING OFFICER, BOX 9876, 1234 HAMPTON BLVD,
NORFOLK, VA 23456-1234
COGNIZANT COMMAND MSG PLAD/OFFICE CODE: FCTCLANT NORFOLK VA N724
DSN PREFIX: 565
COMM PHONE: (757)555-5555
ALT COMM PHONE: (757)555-1111
COMM FAX: (757)555-2222
OFFICIAL E-MAIL ADDRESS: HENDRICKS(UNDERSCORE)AT(UNDERSCORE)FCTCLANT(AT)SMTP.FCTCLANT.NAVY.MIL

2. REQUEST THAT ALL MESSAGE TRAFFIC CONCERNING MODEL MANAGER ACTIONS FOR SUBJ PQS ALSO BE
ADDRESSED TO THE FOLLOWING FCTCLANT NORFOLK VA OFFICE CODES: N00A, N7, N71.//
BT
```

Acquisition Model Manager

Acquisition Model Managers will normally be designated for each new construction ship class and system acquisition for which PQS support is required. Normally the Principal Development Agency Acquisition Project Office is designated in the Navy Training Plan as the PQS Acquisition Model Manager.

Following the initial development of the PQS for the acquisition equipment, a Model Manager will be designated by the FLTCINC's from within the PQS user community.

Responsibilities

- Using the PQS Catalog (NAVEDTRA 43100-5 Series), determines the current Personnel Qualification Standards that support the platform or system.
- Determines which PQS must be revised and new PQS that must be developed to support the platform or system.
- Lists all applicable PQS and PQS development/revision requirements along with required delivery dates in the Navy Training Plan.
- Provides technical documentation required for development of PQS to the Commanding Officer, NETPDTC (N741). Technical documentation includes: tech manuals, operator manuals, Personnel Performance Profile (PPP) tables, Engineering Operational Sequencing System (EOSS) index pages and similar materials that would assist developing a PQS package.
- Identifies and coordinates, as feasible, SMEs to attend two-week PQS development workshops and assists in writing the required PQS.
- Reviews the draft PQS for technical accuracy and provides recommended changes to the PQS Development Group.

Section 4 - Model Manager Assignment

Model Manager assignments are usually made by either CINCLANT or CINCPAC N7 staffs, acting as agents for the CNO. An example assignment letter is provided in this section. These letters should be maintained in the Model Manager's files for each germane PQS they are responsible for.

Sample FLTINC Initial Model Manger Assignment Letter

<p>From: Commander in Chief, U.S. Atlantic Fleet (N7)</p> <p>To: Commanding Officer, Surface Warfare Officers School Command</p> <p>Via: Chief of Naval Education and Training</p> <p>Ref: (a) Tactical Action Officer PQS (NAVEDTRA 43XXX-XX) (b) Unit Coordinator's Guide (NAVEDTRA 43100-1 (Series) © Model Manager's Guide (NAVEDTRA 43100-2 (Series)</p> <p>Subj: DESIGNATION AS MODEL MANAGER FOR NAVEDTRA 43XXX-XX, TACTICAL ACTION OFFICER (TAO) PERSONNEL QUALIFICATION STANDARD</p> <p>1. Surface Warfare Officers School Command is hereby designated as Personnel Qualification Standard Model Manager for reference (a). You will execute your duties in accordance with reference (b).</p> <p>2. Contact Naval Education and Training Professional Development and Technology Center (NETPDTC) PQS Development Group (N741) at DSN 922-1001 ext. 2245 and provide point of contact information for a cognizant department or person within your command for matters dealing with this PQS.</p> <p style="text-align: right;">SIGNATURE</p> <p>Copy to: CINCPACFLT (N7) NETPDTC (N741)</p>	<p>1500 Ser 30/01474</p>
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Changing Model Manager Assignments

Changing Model Manager assignments requires written authorization via formal letter or message to NETPDTC from CINLANTFLT N7 and CINCPACFLT N7. Examples of such requests are provided below and may be modified as necessary depending on the situation, however, the structure of the subject lines should remain as indicated. All coordination between the new and old Model Manager should be handled prior to any correspondence being released.

Message traffic should be sent to NETPDTC PENSACOLA FL//N741//. Letter correspondence should be mailed to Commanding Officer, NETPDTC N741, 6490 Saufley Field Road, Pensacola, FL 32509-5237.

Example Model Manager Assignment Change Letter and Endorsements

		1500 Ser N3/068
From:	Commander, Amphibious Group Three	
To:	Commanding Officer, Naval Education and Training Professional Development and Technology Center (N741)	
Via:	(1) Commander, Naval Surface Force, U.S. Pacific Fleet (NXXX) (2) Commander in Chief, U.S. Pacific Fleet (N71)	
Subj:	MODEL MANAGER CHANGE FOR NAVEDTRA 43XXX-XX, (TITLE) PERSONNEL QUALIFICATION STANDARD	
Ref:	(a) <i>as appropriate</i>	
1.	Request approval for Amphibious Group Three to transfer Model Manager responsibilities for subject PQS to Amphibious Group Two.	
2.	<i>Add any reasoning desired. This is optional but may be useful for later correspondence on the issue.</i>	
3.	Questions regarding this request may be directed to LT Crary at Comm: (555) 555-5555 or DSN 555-5555.	
SIGNATURE		
Copy To:	NETPDTC (N741)	

FIRST ENDORSEMENT on Commander, Amphibious Group Three ltr 1500 Ser N3/068	
From:	Commander, Naval Surface Force, U.S. Pacific Fleet (NXXX)
To:	Commanding Officer, Naval Education and Training Professional Development and Technology Center (N741)
Via:	Commander in Chief, U.S. Pacific Fleet (N71)
Subj:	MODEL MANAGER CHANGE FOR NAVEDTRA 43XXX-XX, (TITLE) PERSONNEL QUALIFICATION STANDARD
1.	Forwarded, recommending approval for transfer of Model Manager duties to Amphibious Group Two.
SIGNATURE	
Copy To:	NETPDTC (N741)

SECOND ENDORSEMENT on Commander, Amphibious Group Three ltr 1500 Ser N3/068	
From:	Commander in Chief, U.S. Pacific Fleet (N71)
To:	Commanding Officer, Naval Education and Training Professional Development and Technology Center (N741)
Subj:	MODEL MANAGER CHANGE FOR NAVEDTRA 43XXX-XX, (TITLE) PERSONNEL QUALIFICATION STANDARD
1.	Forwarded, concurring with transfer of Model Manager duties to Amphibious Group Two.
SIGNATURE	
Copy To:	NETPDTC (N741)

Example Model Manager Assignment Change Message

```
R 151100Z JUN 96
FM CINCPACFLT PEARL HARBOR HI//N7//
TO COMNAVSURFPAC SAN DIEGO CA//JJJ//
COMHIBGRU THREE
INFO CINCLANTFLT NORFOLK VA//N7//
COMNAVSURFLANT NORFOLK VA//JJJ//
COMPHIBGRU TWO
NETPDTTC PENSACOLA FL//N741//
BT
UNCLAS //N03500//
MSGID//GENADMIN/CINCPACFLT//
SUBJ/MODEL MANAGER CHANGE FOR NAVEDTRA 43XXX-XX, TITLE PERSONNEL QUALIFICATION /STANDARD//
REF/A/GENADMIN/COMPHIBGRU THREE/051600ZJUN96//
REF/B/GENADMIN/COMNAVSURFPAC/101300ZJUN96//
NARR/REF A IS REQUEST TO CHANGE MODEL MANAGER DUTIES, REF B IS ENDORSEMENT OF REQUEST//
POC/BURNS/LCDR/-/CINCPACFLT/TEL:DSN 555-5555/TEL:COMM(555)555-5555//
POC/STEWART/OSCM/-/COMPHIBGRU TWO/TEL:DSN 555-5555/TEL:COMM(555)555-5555//
POC/CRARY/LT/-/COMPHIBGRU THREE/TEL:DSN 555-5555/TEL:COMM(555)555-5555//
RMKS/1. AS DISCUSSED REFS A AND B, ORIG APPROVES TRANSFER OF MODEL MANGER DUTIES FOR SUBJECT PQS
FROM COMPHIBGRU THREE TO COMPHIBGRU TWO. NEW MODEL MANAGER SHOULD CONTACT NAVAL EDUCATION AND
TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (NETPDTTC) PQS DEVELOPMENT GROUP (N741) AT
DSN 922-1001 x2245 AND PROVIDE POINT OF CONTACT INFORMATION FOR A COGNIZANT DEPARTMENT OR
REPRESENTATIVE WITHIN YOUR COMMAND FOR MATTERS DEALING WITH THIS PQS.//
BT
```

In Summary

- ***OPNAVINST 3500.34 (series) is the instruction that governs the PQS Program***
- ***CNO, CNET provide oversight of the PQS Program***
- ***FLTINC's designate Model Manager commands and approve any Change of Model Manager assignments***
- ***FLTINC's and TYCOMs approve technical content***
- ***NETPDTTC/PQSDEVGRU controls development, review, revision, production, and distribution***
- ***Model Manager commands assist PQSDEVGRU in maintaining PQS technical accuracy through periodic review, changes, and revisions***
- ***Model Manager representatives must inform PQSDEVGRU upon designation***

PART 2 - PQS MAINTENANCE PROCESS

As the Model Manager representative, your assignment to these duties typically occurs long after your PQS was originally developed. Your initial responsibilities, (after providing PQSDEVGRU with your point of contact information by message or letter), will be to monitor the PQS to ensure that it remains relevant and procedurally correct. A PQS contains numerous equipment and operation topics that were used in the watchstation when the PQS was developed. The development date is normally the same as the effective date listed on the front cover of the PQS.

Any equipment changes or modification to operating procedures that have occurred since the PQS effective date will need to be addressed by submitting changes to the PQS. The process of gathering, drafting and issuing these changes is what NETPDTC refers to as the PQS Maintenance Process. In this section, we'll discuss the various methods that you can use to assess the need for a change, issue the change, and determine the need for a complete revision of an existing PQS or the development of a new PQS to address recent equipment/watch responsibilities within your community.

Section 5 - Changes

Once a PQS has been developed, it is the responsibility of the assigned Model Manager to maintain the accuracy of the PQS by consistently reviewing it, as well as assessing the impact of PQS Change Recommendation Forms submitted by fleet users. This includes issuing minor content changes based on modifications to equipment, operating procedures, and/or publication changes. The addition of new Fundamental, System or Watchstation sections via a Change is not allowed. These large-scale modifications must be accomplished using the Revision Process described in Part 4 of the guide.

PQS Change Recommendation Forms

The Personnel Qualification Standard Information Report and Suggestion Report (Feedback Form), the last page in each Standard, is preaddressed for mailing to the PQS Development Group in Pensacola, FL. This direct-line input method available to each PQS user assures that the manual will continue to meet the Navy's current needs. Utilizing this procedure, the submission of a PQS feedback form via the submitter's Department Head is required. The PQS Development Group will forward all Feedback Forms to the appropriate Model Manager for review. It is the Model Manager's responsibility to validate the suggestion and determine if a PQS Change is required. The Model Manager should attempt to respond to each person submitting a Feedback Form. This reply will inform the sender that the suggestions and recommendations for improvement have been "taken aboard" and indicate any action planned.

Personnel Qualifications Standard Feedback Form for NAVEDTRA XXXXX	
From _____	Date _____
Via _____	Date _____
Department Head	
Activity _____	
Mailing Address _____	
Email Address _____	DSN _____
PQS Title _____	NAVEDTRA _____
Section Affected _____	
Page Number(s) _____	
For faster response, you may email your feedback to the PQS Development Group at: N741.pqs@cnet.navy.mil . Please include the above information so that we may better serve you.	
Remarks/Recommendations (Use additional sheets if necessary):	

Preparing or Reviewing PQS Change Recommendations

This paragraph is intended to provide guidance to the Model Manager during the process of receiving and reviewing change recommendations. While most or all recommendations are submitted to the Model Manager with the best of intentions by the author, all too many are incomplete, unclear, or poorly written. Do not assume that the author has done his or her homework. You, as the Model Manager representative, must take responsibility for ensuring that each change recommendation is accurate prior to reaching the final stages in the approval process. Although the author should confirm each proposed change for completeness, grammar, nomenclature, placement in the PQS, and standardization with other procedures, it is ultimately your responsibility to complete these tasks. If you handle these tasks early in the review process, you will significantly improve the quality of the change recommendation package and the final publication(s), while reducing the amount of errors to be corrected in the long run. It is recommended that you liaison with PQSDEVGRU to assist you in making changes and complying with the proper PQS format prior to issuing any changes.

Section 6 - Processing Routine PQS Change Recommendations

During your assignment as a Model Manager representative, you should expect to receive routine change recommendations from other users of your PQS publications. (The number and importance of routine change recommendations on-hand are two of the criteria used to determine the need for a PQS Revision Workshop.) We recommend that you review and process these recommendations as you receive them rather than merely placing them in a file to await the next PQS Workshop. By reviewing and processing the recommendations as they are received, you will avoid many administrative problems when you decide to request a PQS Revision Workshop. Be sure that you acknowledge receipt of each change recommendation via PHONCON or letter. Your acknowledgment will encourage users to submit additional change recommendations as they are originated, rather than waiting until a PQS Workshop date is announced.

Section 7 - Model Manager PQS “Pen and Ink Change” Messages

Since all PQS are now electronically distributed, minor changes, such as the Model Manager “Pen and Ink” change, can easily be incorporated into the PQS. Prior to sending a “Pen and Ink” change message, forward your changes to PQSDEVGRU. We will make the changes to the distribution PQS and post it on the PQS Web page with a change page included. The “Pen and Ink” change message should then be sent to affect the PQS already in the hands of the user.

The PQS Development Group must receive copies of the changes generated by the Model Manager to keep on file for revision workshops. However, PQSDEVGRU is not responsible for issuing changes. After you validate the change suggested on a Feedback Form, you should determine whether the change should be immediately promulgated to the PQS user community, or if it can be held for incorporation at a PQS Revision Workshop held at a future date.

A “Pen and Ink” change is a Model Manager promulgated change directive that is sent without delay to all users within the PQS community. It directs that handwritten modifications be made on every copy of the PQS that is in use, or already on-hand within the PQS user community. The Model Manager may need to periodically reissue this change (such as annually) to ensure that all in-use PQS are consistent and in line with the Model Manager master copy.

If you determine that a “Pen and Ink” change to the PQS is required, ensure that your change information is clear and concise. For all changes that add new qualification requirements, ensure that you include an applicable reference that contains the description or answer to your new

topic or skill. Send your "Pen and Ink" Change Message to all possible user commands. The Standard Naval Distribution List, available in your Admin office, can be a useful tool in determining the address lists for your Change Message.

An example Pen and Ink Change Message is provided below. This example message is fabricated, and is not intended to modify a real world PQS.

Example Model Manager Pen and Ink Change Message

```
R 201504Z MAR 97 ZYB
FM COMPHIBGRU TWO//N8//
TO COMPHIBGRU ONE
COMPHIBGRU ONE//N821//
COMPHIBRON ONE
COMPHIBRON TWO
COMPHIBRON THREE
COMPHIBRON FOUR
COMPHIBRON FIVE
COMPHIBRON SIX
COMPHIBRON SEVEN
COMPHIBRON EIGHT
COMPHIBRON ELEVEN
USS BATAAN
USS KEARSARGE
USS WASP
PCO BONHOMME RICHARD
USS BOXER
USS ESSEX
NETPDTC PENSACOLA FL//N741//
BT
UNCLAS //N03500//
MSGID/GENADMIN/COMPHIBGRU 2//
SUBJ/MODEL MANAGER CHANGE TO PERSONNEL QUALIFICATIONS STANDARD//
REF/A/DOC/CNET/01SEP88/DOCSN:43000-0A//
AMPN/REF A IS (EXAMPLE) PQS FOR LHD DISPOSAL STATION OPERATOR.//
POC/WARREN/CDR/COMPHIBGRU 2/-/TEL:555-5555/TEL:(555)555-5555//
RMKS/1. REQUEST ALL ACTION ADDEES MAKE FOLLOWING PEN AND INK CORRECTIONS TO ALL COPIES OF SUBJ PQS IN ORDER TO
CORRECT OBSOLETE PRE-REQUISITES TO QUALIFICATION REQUIREMENTS, NEW SKILL REQUIREMENTS, AND NON-EMERGENT
TYPOGRAPHICAL ERRORS.

2. ADD FOLLOWING ENTRY TO SECTION 112 REFERENCE LIST: 'D. NAVEDTRA 82911, FLUID POWER'. REFERENCE SUPPORTS
CHANGE MADE IN PARA 3 OF THIS MSG.

3. ADD ITEM 112.1.6 AFTER EXISTING 112.1.5 ENTRY. ADD VERBIAGE '112.1.6, HYDRAULIC RESERVOIRS, (REF D, CH. 3),
ONE SIGNATURE LINE' TO 112.1.6 ENTRY. HYDRAULIC RESERVOIRS RECENTLY ADDED TO LIFT SYSTEM REQUIRES KNOWLEDGE OF
BASIC FLUID POWER PRINCIPLES.

4. CHANGE 203.4.A VERBIAGE 'PRONG' TO READ 'PROLONGED'. TYPO SIGNIFICANTLY EFFECTS CAUTION NOTES CONCERNING
LENGTH OF ENGINE OPERATION. REF CITED IN ORIGINAL 203.4.A ENTRY REMAINS RELEVANT AND UNCHANGED.

5. CHANGE 301.1.2 TO READ 'FORKLIFT OPERATOR, NAVEDTRA 43999, WATCHSTATION 301' VICE 'FORKLIFT OPERATOR CLASS
C1 SCHOOL'. FORKLIFT OPERATOR C1 SCHOOL DISESTABLISHED MAR 95.

6. FOR ACTION ADDEES: ENSURE COMMAND ESO, PQS COORD, ALL DEPTS/DIVS THAT USE SUBJ PQS, AND SUBORDINATE COMMANDS
ARE INFORMED OF THIS CHANGE. REQUEST WIDEST DISTRIBUTION AMONG USER COMMUNITY.

7. FOR NETPDTC N741: NETPDTC ISSUED IMMEDIATE CHANGE MESSAGE NOT REQUIRED FOR ANY CHANGE ITEMS IN THIS MESSAGE.
MODEL MANAGER WILL TRACK AND RECOMMEND INCORPORATION AT NEXT REVISION OF SUBJ PQS.//
BT
```

Section 8 - Processing Immediate Change Recommendations

If you determine that a suggested change is urgent in nature (a change that deals with a procedure in a PQS manual, which left unmodified, could cause equipment damage, or personal injury or death) contact the PQS Development Group as soon as possible. Discuss this situation with one of the PQSDEVGRU Workshop Facilitators, and be ready to provide a solution to the situation. This will normally be a deletion or change to the verbiage in an existing PQS Manual, issued in the form of a NETPDTC Immediate Change. These changes are issued by NETPDTC so that all electronic distribution copies are modified as quickly as possible.

Since most NETPDTC promulgated Immediate Changes are drafted by the PQS Development Group, it is essential that NETPDTC PENSACOLA FL//N741// be included as an information addressee on all message traffic concerning PQS Immediate change recommendations. Time limits for response to immediate change recommendations are

deliberately short to prevent accidents or injuries from occurring while the recommendations are being processed.

Section 9 - NETPDTC PQS Changes

There are two types of PQS Changes that PQSDEVGRU will make. These are emergency in nature and only issued where a process or procedure is identified in a Standard that has true potential to cause severe personnel injury or death, or severely damage equipment if the process remains unchanged. It is your responsibility as the Model Manager to determine if a suggested change mandates this level of response. If you feel that a NETPDTC issued PQS Change is required, contact the PQS Development Group by phone to initiate a request for one of the following change types:

Immediate Change Message

This will be issued via naval message to the appropriate users, Model Manager, and TYCOM. Additionally, all future copies of this PQS distributed by electronic means will be modified to include the change.

Errata Change

This type of change will affect only PQS available on the NETPDTC Web Page and on the next issue of the PQS CD-ROM. It will not affect those copies already on the current PQS CD-ROM or already in the hands of the user.

Sample NETPDTC Errata Change

<p>COMMANDING OFFICER NETPDTC 6490 SAUFLEY FIELD RD PENSACOLA FL 32509-5237</p>	
<p>4 March 1998</p>	
<p>ERRATA #1 Stock Ordering No. 0501-LP-002-1480</p>	
<p>Specific Instructions and Errata for Nonresident Training Course</p>	
<p>SURFACE WARFARE OFFICER (SWO) PERSONNEL QUALIFICATION STANDARD (PQS) CICWO/OOD (U/W) NAVEDTRA 43101-4E</p>	
<p>1. During the 15 January 98 Surface Warfare Commanders Conference (SWCC), Surface Warfare leadership approved a change to OOD (U/W) PQS PRE-REQUISITES, making it mandatory, vice recommended, to complete CIC Watch Officer qualification prior to final Officer of the Deck qualification.</p>	
<p>Make the following changes:</p>	
<p>PRE-REQUISITE 302.1. 2 PG. 191</p>	<p>CHANGE</p>
<p>Surface Warfare Officer (SWO) Combat Information Center (CIC) Watch Officer (Recommended) to read Surface Warfare Officer (SWO) Combat Information Center (CIC) Watch Officer (MANDATORY)</p>	

Section 10 - Typographical Errors

Every PQS manual publication could contain typographical errors, and it is almost impossible to eliminate all of them. If the typographical error is benign (for example, the "e" and the "i" are reversed in the word "receive") we recommend letting it stand until the next PQS Revision Workshop, unless other changes are being made on the particular page where the error appears. Let us know where all such errors are located using PQS Change

Recommendation forms and the PQSDEVGRU editors can decide if it is economical to correct them.

On the other hand, certain typographical errors can change the entire meaning of a word and should be corrected wherever they stand (for example, "except" can become "expect," or "needles" can become "needless"). This sort of typographical error could lead a newcomer to the watchstation equipment astray, and could result in damage or injury, or worse. In this case it is appropriate to issue either a Model Manager "Pen and Ink Change" message, or contact the PQS Development Group Workshop Facilitators to coordinate a NETPDTC developed PQS Immediate Change message or Errata Change.

In Summary

- ***The PQS Model Manager receives, validates and approves Fleet Feedback forms***
 - ***Any Feedback forms received by NETPDTC direct from fleet users will be forwarded to the Model Manager for validation and consideration or approval***
 - ***For validated and approved feedback submissions, the Model Manager (with PQSDEVGRU advice) determines the appropriate level of action:***
 - ***NETPDTC Immediate Change***
 - ***Model Manager Pen and Ink Change***
-

PART 3 – ANNUAL PQS REVISION SCHEDULING PROCESS

Whenever you determine (as the Model Manager) that a sufficient number of PQS Change Suggestions have accumulated, or when a significant equipment change, which outdates the PQS, has occurred, you can request that a PQS Revision Workshop be scheduled to update the PQS. The process of submitting PQS Revision/Development Requests and then scheduling PQS Workshops is what NETPDTC refers to as the Annual PQS Revision Scheduling Process. In this section, we'll discuss the various methods of submitting development requests available to the Model Manager to ensure that your community's PQS accurately reflects the equipment and procedures in use today.

Section 11 - PQS Revision Or Development Request

Complete, and mail, email or fax the PQS Revision/Development Request form to the PQS Development Group. Your request will be included in the next annual PQS Review, where it will be considered for approval and scheduling, along with similar requests received from other Model Managers throughout the fleet.

Requests to develop a new PQS to cover a particular piece of equipment or duty being delivered or implemented in the fleet are usually submitted by the Principal Development Agency Acquisition Project Office. However, if your community has had a new watchstation or significant equipment installation for over one year, you should submit a PQS Revision/Development Request Form, explaining the circumstances that require Qualification Standard development.

Many requests for the development of new PQS are extremely vague, often providing little more than the title of the proposed PQS. To ensure that we do not waste money and man-hours developing a PQS of limited scope or to support an insufficient user base, we need more detailed information prior to undertaking development of new PQS. PQSDEVGRU has developed a PQS Revision/Development Request Form that Model Managers can use to identify PQS modification requirements; however, an official letter on command letterhead with an official message will also suffice.

Letter requests should be in the following format:

- Title of proposed PQS
- Scope: (short summation of requirement)
- Applicability: (who will use this book)
- Watchstations to be included
- Justification: (no school, limited school throughput, NTP, etc.)
- Desired timeframe for Workshop
- Originating Command/POC/DSN and commercial phone number:

PQS Revision or Development Request Form

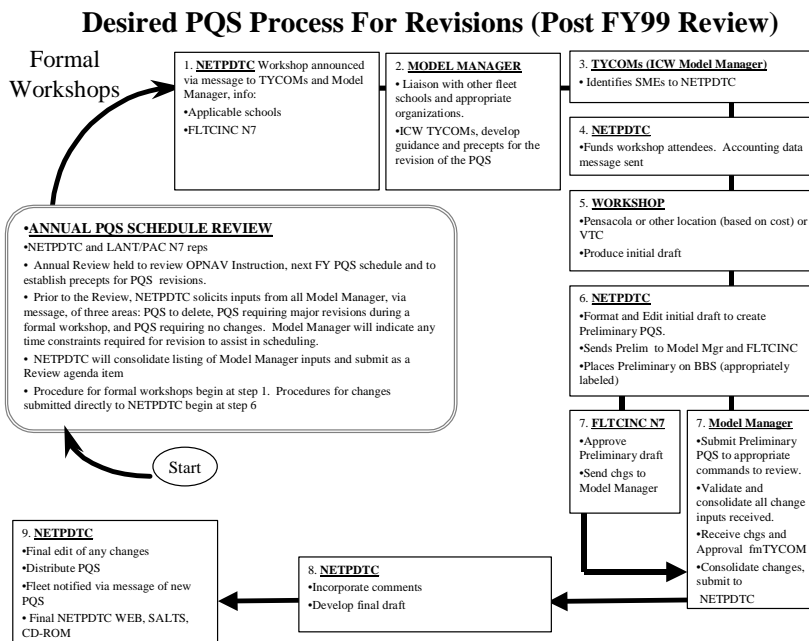
MODEL MANAGER PERSONNEL QUALIFICATION STANDARD (PQS) REVISION/DEVELOPMENT REQUEST <small>Submit via Chain of Command to TYCOM for endorsement, then mail to: NETPDTC Code N741, 6490 Saufley Field Road, Pensacola, FL 32509</small>	
Originator Point of Contact Information	
DATE:	RANK/NAME:
COMMAND:	
COMMAND ADDRESS:	
CMD MSG PLAD:	OFFICE CODE:
DSN PHONE:	COMM PHONE: ()
DSN FAX:	COMM FAX ()
E-MAIL ADDRESS:	
For Requests To Revise An Existing PQS	
NAVEDTRA NUMBER:	EFFECTIVE DATE:
PQS TITLE:	
IS THERE AN ASSOCIATED STANDARD ANSWER BOOK (SAB)? <input type="checkbox"/> NO <input type="checkbox"/> YES	
For New PQS Development	
TITLE OF PROPOSED PQS:	
SCOPE and APPLICABILITY:	
<input type="checkbox"/> Check if continued on back	
Complete for Both New and Revision PQS Development Requests	
DESIRED TIMEFRAME FOR WORKSHOP (YYMM-YYMM or QTR-FY):	
WATCHSTATIONS/WORKSTATIONS/EQUIPMENT TO BE INCLUDED/REVISED:	
<input type="checkbox"/> Check if continued on back	
JUSTIFICATION:	
<input type="checkbox"/> Check if continued on back	
For NETPDTC: complete and return to originator	
Date: From: Naval Education and Training Professional Development and Technology Center (NETPDTC N741) To: Ref: (a) your PQS Development Request dtd _____ <input type="checkbox"/> Your development request is acknowledged. It will be held for review and included for possible action in the next PQS Development Schedule Review Message planned for ____ 200_. <input type="checkbox"/> Your development request has been included for immediate development in the current Fiscal Year. Contact the NETPDTC PQS Development Group at DSN 922-1001 ext. 2245, COMM (850) 452-1001 ext. 2245 for specific scheduling information.	

Section 12 - Annual PQS Development and Revision Schedule

Each year, in May or June, the PQS Development Group (PQSDEVGRU) conducts the "FY-XX PQS Review." The Fleet N7 Representatives, Type Commanders (TYCOM), NETPDTC N741 staff, selected Model Managers, and other specifically identified commands are the primary reviewers. (Depending on funding, this review may be an actual conference or simply an exchange of information between PQSDEVGRU and the primary reviewers). The purpose of this review is to annually:

- evaluate the PQS Program OPNAV instruction
- assess Naval Training Plans which will require the development of new PQS to support the NTP
- review fleet or Model Manager requests for revision or development of new PQS
- determine if local command generated JQRs should be integrated into the fleet PQS program.

Prior to conducting the review, the attendees solicit recommendations from their subordinate commands to identify requirements for revision of existing PQS, the development of new standards, or deletion of obsolete PQS. A simplified flow chart of review scheduling and the PQS Development Processes is provided below.



Pre-Review request for submission of Agenda Items

To ensure that all PQS Program participants are aware of the upcoming schedule review, approximately two months before each FY-XX PQS Review commences NETPDTC will send a PQS Revision/Schedule message to all PQS Model Managers. This message serves as an annual reminder for Model Managers to review their cognizant PQS and to determine if a sufficient number of validated PQS Feedback forms or Change Submissions exist to necessitate a PQS revision. An example message is provided below.

If you have already sent a PQS Revision/Development Request Form or letter prior to receiving this annual message, contact PQSDEVGRU to ensure that your request has been received. If it has been received, we will ensure that your proposal is placed into the review

agenda. If your request hasn't been received you will need to check the various offices in your chain of command that might have been involved in the endorsement process for your submission.

If you haven't submitted any PQS Revision requests prior to receiving the annual PQS Revision/Schedule message, now is the time to review your PQS for possible submission of a revision request by message.

Sample NETPDTTC PQS Revision/Workshop Schedule Message

R 081545Z MAY 96 ZYB
FM NETPDTTC PENSACOLA FL//N741//
TO CNO WASHINGTON DC//N7/N889//
CINCLANTFLT NORFOLK VA//N7/N71/N722B//
CINCPACFLT PEARL HARBOR HI//N7/N71//
COMNAVSURFPAC SAN DIEGO CA//N003/N8/N4182//
COMNAVSURFLANT NORFOLK VA//N002H/N61/N635/N812/N814//
COMNAVAIRPAC SAN DIEGO CA//N008/N72/N73/N81A/N85E/N6311//
COMNAVAIRLANT NORFOLK VA//N004/N37/N432C/N434F/N434G/N434K/N81/N81A2/
N81A3/N81A2/N81A3/N81A4/N81E/N85C//
COMSUBPAC PEARL HARBOR HI//N403//
COMSUBLANT NORFOLK VA//N403//
.....
INFO CNET PENSACOLA FL//N522//
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTTC//
SUBJ/FY01 PERSONNEL QUALIFICATION STANDARDS (PQS) REVISION SCHEDULE//
POC/ITCS BRASHER/NETPDTTC//TEL:(850)452-1001 x2245/TEL:DSN 922-1001 x2245
/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764//
RMKS/1. IOT DEVELOP AND PROMULGATE THE FY01 PQS WORKSHOP SCHEDULE,
THE FOLLOWING INFORMATION IS REQUIRED FROM EACH PQS MODEL MANAGER
COMMAND: A. FOR EACH PQS UNDER YOUR COGNIZANCE, REQUEST YOU REVIEW FOR TECHNICAL ACCURACY AND RELEVANCE,
THEN SUBMIT A LIST OF COGNIZANT PQS BY NAVEDTRA AND TITLE, SPECIFYING THE REQUIRED ACTION NEEDED IN
THE UPCOMING FY (SELECTED FROM THE FOLLOWING OPTIONS):
1. DEVELOP NEW PQS
2. REVISE PQS WITH WORKSHOP
3. DELETE PQS
4. NO ACTION REQUIRED
5. PQSDEVGRU ASSIST VISIT

B. ANY REQUEST TO DEVELOP NEW PQS OR ADAPTATION OF A LOCALLY CREATED JOB QUALIFICATION REQUIREMENT (JQR)
INTO A FLEETWIDE PQS SHOULD BE SUBMITTED VIA CHAIN OF COMMAND TO TYCOM FOR ENDORSEMENT AND FLTCINC (N7) FOR
APPROVAL. INCLUDE SCOPE OF PROPOSED PQS, APPLICABLE PLATFORMS, AND JUSTIFICATION FOR DEVELOPMENT. CONTACT
PQSDEVGRU FOR MORE INFO.

C. ANY REQUEST TO REVISE PQS WITH WORKSHOP SHOULD INCLUDE WHICH FY01 QUARTER WORKSHOP IS DESIRED. IF
UNKNOWN, SPECIFY "UNK QTR". ALSO, IF AVAILABLE, PLEASE PROVIDE A CURRENT POC AND DSN PHONE NUMBER FOR
EACH REVISED OR NEW PQS BOOK TO AID PQSDEVGRU IN CONTACTING MODEL MANAGER REPRESENTATIVES. THE REVISE PQS
WITH WORKSHOP RECOMMENDATION SHOULD BE RESERVED FOR THOSE PQS DETERMINED BY THE MODEL MANAGER TO
REQUIRE MAJOR CONTENT REVISIONS THAT CAN ONLY BE ACCOMPLISHED BY HOLDING A FORMAL WORKSHOP WITH SUBJECT
MATTER EXPERTS (SMES) REPRESENTATION FROM BOTH COASTS AND APPROPRIATE SCHOOLHOUSES. WORKSHOPS LAST A
MAXIMUM OF 10 WORKING DAYS AND ARE USUALLY HELD IN THE MODEL MANAGERS FLEET CONCENTRATION AREA.
DETERMINATION OF LENGTH AND LOCATION IS MADE AFTER PQSDEVGRU COORDINATION WITH THE MODEL MANAGER
REPRESENTATIVE AND IS BASED ON LOCATION OF SMES AND COST EFFECTIVENESS. A TRAINED PQSDEVGRU WORKSHOP
FACILITATOR WHO IS AN EXPERT IN THE PQS FORMAT REQUIREMENTS LEADS EACH WORKSHOP.

D. ANY REQUEST FOR PQSDEVGRU ASSIST VISIT SHOULD BE RESERVED FOR THOSE PQS DETERMINED BY THE MODEL MANAGER
TO REQUIRE MINIMAL CONTENT CHANGE SUCH AS, UPDATING REFERENCES, MINOR ADDITION OR DELETION OF ONE OR TWO
WATCHSTATIONS, SYSTEMS, OR FUNDAMENTALS. THE MODEL MANAGER SHOULD DO ALL PRELIMINARY REVISIONS AND
COORDINATION WITH PQSDEVGRU PRIOR TO THE VISIT. THE ASSIST VISIT CONSISTS OF ONE PQS FACILITATOR FOR A
MAXIMUM OF 3 WORKING DAYS. THE FACILITATOR WILL REVIEW THE CHANGES WITH THE MODEL MANAGER AND ANY AVAILABLE
LOCAL SMES AND ENSURE THE CHANGES COMPLY WITH PROPER PQS FORMAT.

2. A LISTING OF ALL PQS AND THE COGNIZANT MODEL MANAGERS MAY BE FOUND IN PART IV OF THE PQS CATALOG
(NAVEDTRA 43100-5). THE PQS CATALOG IS AVAILABLE ON THE NETPDTTC PQS HOMEPAGE. PQS HOMEPAGE ADDRESS IS
(WWW.CNET.NAVY.MIL/NETPDTTC/PQS/DEFAULT.HTM). PQS STANDARD ANSWER BOOKS (SAB) ARE ONLY AVAILABLE ON THE
NETPDTTC PQS CD-ROM (NSN 0501- LP-022-0340) AVAILABLE FROM NAVPUBFORMCEN.

A. THE PQS MODEL MANAGERS GUIDE (NAVEDTRA 43100-2) PROVIDES ADDITIONAL INFORMATION CONCERNING THIS REVIEW
OF COGNIZANT PQS, AND CONTAINS EXAMPLES OF MODEL MANAGER RESPONSE MESSAGES. IT IS ALSO AVAILABLE ON THE
NETPDTTC PQS HOMEPAGE.

3. FOR ENLISTED WARFARE SPECIALIST PQS MODEL MANAGERS: ANY CHANGE REQUESTS REGARDING THE ENLISTED WARFARE
SPECIALIST COMMON CORE OR ENLISTED WARFARE SPECIALIST TYPE/UNIT SPECIFIC PQS MANUALS SHOULD BE SUBMITTED TO
THE APPROPRIATE TYCOM FOR CONSOLIDATION AND FINAL SUBMISSION TO NETPDTTC.
ESWS TYCOM - COMNAVSURFLANT (CODE N004)
EAWS TYCOM - COMNAVAIRLANT (CODE N02H)
SCWS TYCOM - COMNAVFACENGCOM ALEXANDRIA VA (CODE SD2A)

4. ACTION:
A. FOR CINCPACFLT/CINCLANTFLT N7: REQUEST WIDEST POSSIBLE DISSEMINATION TO COMMANDS UNDER YOUR COGNIZANCE.
REQUEST SEND CONSOLIDATED RESULTS TO NETPDTTC N741 NLT 19 MAY 00. UPON RECEIPT, NETPDTTC N741 WILL LIAISON
WITH CINCLANT/PAC N7 TO PRIORITIZE PQS WORKSHOP REQUIREMENTS TO MEET NETPDTTC N741 BUDGET AUTHORITY.
NETPDTTC N741 WILL SUBMIT DRAFT FY01 PQS WORKSHOP SCHEDULE TO CINCPAC/LANT N7 FOR APPROVAL. NETPDTTC N741

Complete addressee list reduced
to save space in this manual

WILL CONSOLIDATE LISTING OF PQS RECOMMENDATIONS FOR DELETION TO FLTCINCS FOR FINAL APPROVAL. PQS APPROVED FOR DELETION, AND FY-01 PQS DEVELOPMENT WORKSHOP SCHEDULE WILL BE PROVIDED SEPCOR WHEN FINALIZED.

B. FOR MODEL MANAGERS, REQUEST YOU REVIEW PQS UNDER YOUR COGNIZANCE AND CONSOLIDATE FLEET INPUTS. PROVIDE RECOMMENDATIONS IAW PARA 1A TO APPROPRIATE CINC N7 NLT 12 MAY 00.

C. FOR REVIEWING COMMANDS:
REQUEST YOU REVIEW PQS PERTINANT TO YOUR COMMAND AND SUBMIT RESULTS OF THIS REVIEW TO THE APPROPRIATE MODEL MANAGER FOR CONSIDERATION FOR CONSOLIDATION NLT 05 MAY 00.

5. FOR QUESTIONS CONCERNING THE REQUIRED INPUT IN RESPONSE TO THIS MESSAGE, CONTACT PQSDEVGRU AT ONE OF THE FOLLOWING NUMBERS:

AVIATION PQS	(850) 452-1001 x2202
COMBAT SYSTEMS PQS	(850) 452-1001 x2212
ENGINEERING PQS	(850) 452-1001 x2213
DSN PREFIX - 922	

A. PQSDEVGRU POC EMAIL IS: ITCS-Jeff.Brasher@CNET.NAVY.MIL (LOWER CASE)//
BT

Model Manager Review of Change Requirements

Model Managers, as well as fleet units/users should formally submit any issues, requests for revision of existing PQS, development of new PQS, or formalization of JQRs into PQS, through their respective TYCOM for presentation at this review. Providing the PQSDEVGRU an information copy of the request will assist in ensuring that your request is included in the agenda. Many Model Managers contact other commands throughout their PQS user community to determine if there is any unreported revision requirements that should be submitted.

Your response to the annual PQS Revision/Schedule message should list each PQS that your command is responsible for, and include a justification comment concerning the necessity for revision. Larger commands that are responsible for many different PQS often have designated several Model Manager representatives, with each responsible for managing a few of the PQS. These commands should coordinate a combined message submission to ensure that no PQS are omitted from review.

For each PQS that you list in your response, you must state the need for either revision, deletion or no action required. If your PQS needs a revision, you must also state the type of revision required: a PQS Revision with a Workshop, or a Revision with an Assist Visit. This important choice will significantly effect your degree of responsibility for the revision.

A 'Revision With a Workshop' submission means that, if approved, NETPDTC will provide PQS Workshop Facilitators to conduct the revision, using 5-6 Subject Matter Experts (SMEs) from fleet units throughout your user community. The TAD costs for maximum of 3 SMEs traveling from a fleet concentration area on the opposite coast will be funded by NETPDTC. The PQSDEVGRU Facilitators will bring portable ADP equipment, word processor templates, and their experience in PQS format and group dynamics to the workshop to assist in the PQS revision. Your responsibilities will be comprised of soliciting PQS user commands to select qualified SMEs to attend the workshop, locating a suitable workshop location, ensuring that appropriate reference material is available to the SMEs, and conducting admin remarks during the workshop introduction briefing.

A "PQS Revision with an Assist Visit" submission means that, if approved, NETPDTC will provide a PQS Workshop Facilitator for a maximum of three working days to review the revision with the model manager and any available local SMEs and ensure the changes comply with proper PQS format. An assist visit is for PQS determined by the Model Manager to require *minimal* content change such as, updating references, minor addition or deletion of one or two watchstations, systems, or fundamentals. Due to the short

duration of an assist visit, the Model Manager should complete all preliminary revisions and coordinate efforts with PQSDEVGRU prior to the visit.

Model Manager Review Submission Message

Additional review items are often derived from inputs received through phone calls, workshop discussions, feedback, etc., however these requests frequently lack sufficient justification or documentation, and are usually tabled or disapproved. With over 400 PQS in distribution, there are usually more requests for revision and development than PQSDEVGRU's annual budget and manpower allow. Though their submissions may in fact merit approval, far too many Model Managers' revision requests are tabled due to a lack of information to support the request. The success or rejection of your PQS development request is directly correlated to the amount of effort you, as the Model Manager representative, put into completing your request form. As the Model Manager representative, and as the representative for your community's PQS users, your additional effort to prepare a detailed request form is well worth the extra time it takes to prepare a justified, and successful, request form.

Example Model Manager Review Submission Message

```
R 031444Z JUN 98 ZYB
FM COMHFLTACWINGPAC SAN DIEGO CA//N3//N4411//
TO CINCPACFLT PEARL HARBOR HI//N7//
NETPDTC PENSACOLA FL//N741//
INFO COMNAVAIRPAC SAN DIEGO CA//N72//
COMHFLTACWINGLANT NORFOLK VA//N3//
UNCLAS //N03500//
MSGID/GENADMIN/COMHFLTACWINGPAC//
SUBJ/MODEL MANAGER SUBMISSION OF REVISION REQUESTS FOR COGNIZANT PQS//
REF/A/RMG/NETPDTC PENSACOLA FL/081545Z/MAY98//
REF/B/RMG/CINCPACFLT/191927Z/MAY98//
NARR/REF A SOLICITS INPUTS FOR FUTURE PQS REVISION WORKSHOPS. REF B REQUIRES ALL INPUTS BE SUBMITTED VIA
CINCPACFLT.//
POC/C.A. CARRY/LT/N741/-/TEL:(555) 555-5555/TEL:DSN 755-5555//
RMKS/1. PER REFS A AND B, RQST FOLLOWING SUBMISSIONS:

A. NAVEDTRA 43998-8B, H-46 AIRCREWMAN: REVISION WITH WORKSHOP, 1ST OR 2ND QTR 99. LAST REVISION JUNE 1989.
REVISION WORKSHOP IS NECESSARY TO ADD/DELETE PQS FUNDAMENTALS DUE TO CHANGES IN MISSION REQUIREMENTS.
TOPICS INCLUDE, BUT ARE NOT LIMITED TO: NVD USE, SAR (NIGHT/LOW VISIBILITY RESCUE), AIRCREW COORDINATION
TRAINING (ACT), OPERATIONAL RISK MANAGEMENT (ORM), AND H-46 SYSTEM UPGRADES. REQUEST WORKSHOP BE HELD AT
NAVAL AIR STATION NORTH ISLAND (NASNI) AND BE ATTENDED BY REPRESENTATIVE SUBJECT MATTER EXPERTS FROM EAST
AND WEST COAST SQUADRONS.

B. NAVEDTRA 43999-9C, H-46 HAC: NO ACTION REQD.

C. NAVEDTRA 43997-1A, H-46 LINE OPERATIONS: DELETE. PQS IS OBSOLETE. PLANE CAPTAIN DUTIES NOW COVERED IN
H-46 PLANE CAPTAIN C1 SCHOOL.

2. CHTWP POC IS LT C.A. CARRY, N741, AT DSN 555-5555 OR COMM (555) 555-5555.//
BT
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Section 13 - Annual PQS Review

In combination with the PQS Revision and Development Request forms already received from fleet Model Managers and the proposals submitted by review participants the PQS Development Group generates a tentative agenda for review participants to consider.

After the review participants assess the proposed agenda, they identify the specific PQS to be created/revised by the PQSDEVGRU for the next fiscal year, and set the priority and quarterly schedule of development. After the conclusion of the review, the PQS Development Group assigns specific convening dates for all PQS Workshops, taking the Model Managers submitted fiscal quarter desires into consideration. This PQS revision and development schedule, along with a list of all PQS that were deleted during the review, is promulgated in a post review report. This report is then distributed to the PQS Program participants by naval message, and is posted on the NETPDTC Internet Web page (see Part 9 of this guide for NETPDTC's Web page address).

In Summary

- ***Model Managers can submit a PQS Development/Revision Request to NETPDTC at any time, using either a Form or command letter format.***
 - ***Each May, NETPDTC releases a message requesting that all Model managers review their PQS for possible change requirements of deletion from the PQS inventory.***
 - ***Model Managers should submit the results of this annual review to NETPDTC via their cognizant FLTCINC/TYCOM chain of command***
 - ***NETPDTC conducts an annual PQS Review where FLTCINC N7 staff and PQSDEVGRU consider submitted PQS Development/Revision requests.***
 - ***After the review, NETPDTC releases a Schedule of PQS Revision or Development Workshops for the upcoming fiscal year***
-

PART 4 - PQS DEVELOPMENT OR REVISIONS (WITH A WORKSHOP) PROCESS

If your PQS Revision or Development (With a Workshop) request was approved and scheduled, your next step is to prepare for the PQS Workshop convening date. All PQS Development Workshops are scheduled for 10 working days. PQS Revisions Workshops are usually scheduled by PQSDEVGRU for 5-10 working days, depending on the extent of the required revisions. A PQSDEVGRU Workshop Facilitator who has been assigned to your workshop will normally contact you at least 90 days before the workshop convening date. During this initial discussion the Workshop Facilitator will review your responsibilities during this preparation phase and re-confirm your point of contact information. Except in unique situations, this handbook covers the majority of the information discussed during this initial call, and explains the normal process of preparation, review and distribution that will occur during the development or revision.

Section 14 - Model Managers Responsibilities

The Model Manager command is normally the Host command for each PQS Workshop. If the workshop will be held at a geographic location separate from the Model Manager command, the Model Manager representative (you), will identify a point of contact at the planned Workshop location to serve at the Host command. Hosting duties are generally limited to locating and reserving a suitable workshop facility, setting up the projectors and furniture in a conference arrangement, and providing some admin remarks during the Workshop Introduction on the convening day. Hosting does not require arranging for billeting, travel, no-host socials, or conference snack trays.

Model Manager Representative Duties

Your initial responsibilities during the preparation for a PQS Workshop is to determine the number (and qualification requirements) of the SMEs needed to conduct the PQS Workshop, and to identify and setup the Workshop facility. Your PQSDEVGRU Workshop Facilitator will need this information before a NETPDTC PQS Workshop Convening message can be released. After these tasks are accomplished, your primary responsibilities are coordinating the nomination and selection of SMEs from your PQS user community and ensuring that adequate reference material is available at the workshop location. You will need to provide PQSDEVGRU with the out-of-area SME information, (names, rates, SSN, point of contact information) so that funding can be arranged. Additionally, you may be asked to assist in distributing pre-workshop information packages to local SMEs.

During the PQS Workshop, the Model Manager representative normally serves as one of the primary SMEs. This is important, because the familiarity with the PQS material you gain during the development phase can significantly affect your ability to make judgment decisions on change recommendations during the Preliminary Review stage later in the PQS Development process.

Section 15 - NETPDTC Responsibilities

NETPDTC, through the PQS Development Group Workshop Facilitator assigned to your workshop, will initiate the Workshop Convening (announcement) message, fund TAD expenses for a maximum of three out-of-area SMEs and distribute a pre-workshop information package to all attendees. Additionally, PQSDEVGRU can serve as the

workshop location host when TAD expenses and availability of appropriate reference material in the Pensacola, FL area are conducive to the successful completion of the PQS that will be created or revised.

During the workshop, the PQSDEVGRU Workshop Facilitator will supply laptop computers and, when available, computer projectors that will be used to create or revise the PQS text. The assigned facilitator will also serve as the workshop moderator, controlling debate and topic content discussions to make the best use of SME focus and available time.

After the workshop, the facilitator will be your primary liaison during the production, review, and distribution phases of the prospective PQS development.

Section 16 - General Information

Where to hold a workshop

PQS Workshops, which develop a new PQS, are normally held at the equipment manufacturer's facility, since the manufacturer normally has already developed the operation and maintenance manuals that will be used as references as part of the equipment procurement contract. Although this generally results in higher TAD costs, the advantage is that the experts are resident and can be summoned on short notice to clarify technical questions. An alternate location is typically the ship or station that received one of the initial equipment installations, as the personnel assigned to those units usually have developed a solid base of proficiency and experience in the equipment operation.

Normally, the best choice for a PQS Revision Workshop site is at the Model Manager's command or base. Alternatives are: a service schools command that is associated with the PQS topic, or an installation co-located with a command that is a primary user of the equipment covered in the PQS. This is primarily due to the ready availability of reference publications associated with the equipment contained in the PQS manual.

The NETPDTC PQS Development Group at Saufley Field Pensacola, FL is also available as a site for PQS Workshops, with a maximum of fifteen attendees. Keep in mind however; though Pensacola area per diem costs are lower than in many other areas, the availability of reference material in the Pensacola area may require the workshop SMEs to hand carry most of the reference material needed for the workshop.

Selecting a workshop facility

When selecting a workshop room, we strongly recommend that the room be furnished with large conference tables and comfortable chairs. Also, the room should be able to be darkened to allow for overhead projector graphics and computer displays to be used. Avoid theater-like settings or combination chair-and-desk furniture; these simply do not provide ample room for attendees to write and to conveniently position reference materials. As the workshop progresses, you will find that people and reference material tend to spread out more and more. A room that you can lock at night allows attendees to leave their unclassified conference materials without fear of disturbance.

If you and your Workshop Facilitator anticipate breaking into sub-groups, be sure you can provide a reasonably quiet area for each of them. In large conference rooms the sub-groups are able to spread out to all corners of the room

If you will be discussing classified information or using classified reference materials, make sure that the conference room meets the appropriate security requirements. You must also provide a secure storage location for classified material when the workshop is not in session.

If possible, obtain ready access to a copying machine and computer printer. When PQS Manual section items are written or rewritten by a subgroup, it is helpful during the final Workshop Review if all the SMEs can be provided with a copy of the rewritten material.

Who should attend PQS Workshops

The first step in preparing for the workshop is to research and determine what type of SMEs you will need to conduct the workshop. Looking at the Acknowledgments page of the Standard to be revised will usually head you (and your PQSDEVGRU Workshop Facilitator) in the right direction. Next, you will have to determine which command(s) can provide the SMEs. Be careful in your selection of commands because there may be overlapping responsibilities, or you may have to draw SMEs from more than one. The PQS user community may also extend beyond just east and west coasts; the workshop may require SMEs from other Fleet Surface and Fleet Air Commanders as well.

You should determine the type, qualifications, NEC's, and number of SMEs that will provide the widest experience base for the workshop. It is advisable to use at least one SME who is currently working within the area of PQS being revised/developed. It is also desirable to include E-6 and below personnel and to maintain a balance that represents both coasts. Some TYCOMs feel they, or another member of the TYCOM staff, are expected to attend. Let them know it is your preference to have SMEs from the fleet, as they are the every day user of the PQS. The fleet user has the best handle on the changes that need to be made in a revision or the user-level requirements for a new PQS. Other desirable traits for SMEs include good writing ability and computer literacy. These should be secondary, however, to expertise in the field. Since the number of SMEs is usually limited by PQSDEVGRU's budget, you, the Model Manager can be crucial in getting the right mix of SMEs into the workshop.

When our annual schedule of workshops is developed, we are usually not aware of ship deployment schedules, other command commitments, or equipment implementation schedules. These considerations may adversely affect your ability to identify SMEs. The scheduled time frame of the workshop may present a problem and have to be rescheduled. If this is the case, contact your assigned Workshop Facilitator as soon as possible to discuss alternative dates.

Reference Materials

As you probably know, accurate reference material is crucial to the development of PQS. All PQS Fundamental and System line items are now referenced to an official source of information. The success of this workshop is dependent upon your assistance in identifying or providing the necessary reference material. Normally, reference materials are provided by local area SMEs. Out-of-area SMEs will be asked to contact the Model Manager concerning which reference materials will be available. All references used must be the most current versions and a copy of the cover of each reference used must be provided to the Workshop Supervisor.

Additionally, be prepared to bring the technical manuals, publications or related documents to the workshop in order to support your desired changes to the PQS. Make sure

that the publication that you bring is the latest revision, and contains all effective changes. Any additional questions concerning reference material should be discussed via a telephone conversation between you and your PQS Workshop Supervisor prior to the workshop convening date. Also, it is a good idea to have on-hand extra copies of the PQS publication under review; invariably someone will forget to bring these items to the workshop.

All PQS Fundamentals and Systems shall be referenced, even if the SMEs in the workshop feel this is "spoon feeding" the trainee. While one of the objectives of a PQS is to get the trainee familiar with the appropriate reference documents, it is a waste of time to make them search through many of the large publications that are used as references, looking for answers. Keep in mind one of the other objectives of PQS, which is timely qualification.

Use of Classified References

Classified references may be used in a PQS Standard, provided the title itself is not classified. For example, **NAVEDTRA 10106, Operations Specialist 2** is a classified document. If the title had ended with **(C)**, this would have indicated that the title itself was classified CONFIDENTIAL. This would have caused the entire PQS book to be classified at the CONFIDENTIAL level (which is not allowed).

Section 17 - PQS Workshop Convening Message

The convening message is the means by which NETPDTC formally "asks" the Model Managers, TYCOMs and schoolhouses to provide the SMEs we need to conduct the workshop. This message normally lists the TYCOMs and the Model Manager commands as action addressees, although the Model Manager accomplishes the majority of the tasking given in the message. The message is prepared and released by the assigned PQS Workshop Facilitator approximately 60-90 days before the workshop convening date. This allows ample time for you to coordinate the nomination and selection of SMEs from commands within the PQS user community. After you select the SMEs who will attend the workshop, NETPDTC uses the remaining time to make TAD funding arrangements for the SMEs who will travel to attend the workshop.

Preparing the PQS Workshop Convening Message

Prior to the release of a Workshop Convening message, liaison between the PQS Workshop Facilitator and the Model Manager is critical. The assigned Workshop Facilitator will need your help in determining the correct mix of desired SME ratings, pay grade, and NEC skills needed to successfully complete the PQS Workshop. For a PQS Revision Workshop, a good starting point for this decision might be found in the list of SMEs who created the current version of the PQS located in the front of the current manual. For a PQS Development Workshop that will be creating a new PQS, your input and experience as the Model Manager Representative for the PQS user community will be the primary basis for determining the various SMEs needed to conduct the workshop. The only limitations on SME requirements are TAD funding and SME availability.

NETPDTC usually only budgets each workshop for TAD funding of 5 CONUS based traveling attendees, which includes three SMEs, the PQS Workshop Facilitator, and an assistant Facilitator. The number of local area SMEs who attend the workshop is unlimited. Requests for TAD funding of out-of-CONUS (OCONUS) SMEs must be discussed with the assigned Workshop Facilitator and approved by the PQSDEVGRU Production Officer prior to

release of the Convening Message, and must not place additional funding requirements on the NETPDTC PQS Workshop Budget authorized for your workshop.

SME availability essentially means that the SME requirements that will be listed in the convening message should be reasonably available within the PQS user community. Often, Model Managers will stress the need for SME attendees who hold dual or triple NEC qualifications (such as an AD1 who is QA qualified, a Flight Engineer on an aircraft, and Instructor qualified). Multiple qualification requirements will significantly limit the available pool of nominees who can meet the desired skill requirements. Additionally, ship and squadron deployments, training schedules, and command workloads in the fleet can impact the availability of such SMEs. Ensure that your SME qualification requirements are necessary rather than desired. Requesting SME nominations of a particular rate, pay grade, and a single NEC will usually produce a larger pool of SME nominations from your PQS user community, allowing you to screen the nominations rather than just hoping that you'll get a nominee who fits a long requirements list.

Types of PQS Workshop Convening Messages

After you and the assigned PQS Workshop Facilitator have determined the SME requirements, there is still one choice that needs to be made before the PQS Workshop convening message can be drafted and released by NETPDTC. You must determine whether the message will be sent to a small, specific list of commands or if it will be sent to a large, broad category of commands. The choice you make will have a direct effect on the amount of work you are required to accomplish when screening SME nominations.

'Targeted' PQS Workshop Convening Message

If you have already contacted some commands in your PQS user community, or have predetermined which commands can supply SMEs, then a Targeted PQS Workshop Convening message is the best choice of Convening Message types for NETPDTC to release. The Targeted Convening message is sent to only those commands identified by the Model Manager within the PQS user community that can provide SMEs to the PQS Workshop. Also, a Targeted Convening message can specify the particular SME skill requirements that each command can send. Model Managers in small PQS user communities usually prefer to use this type of message because they have a good in-depth knowledge of the commands in the community and are familiar with the supervisors in those commands. When compared to the other type of Convening Message (the Broadcast message), choosing the Targeted Convening message type also significantly reduces the number of SME nominations that you will receive and have to deal with.

Prior to release, you must provide the assigned PQS Workshop Facilitator with a list of message addressees and SMEs that are required. A sample Targeted Convening message is provided below.

Sample NETPDTC PQS Workshop Convening Message (Targeted)

R 181534Z DEC 95 ZYB
FM NETPDTC PENSACOLA FL//N741//
TO COMNAVAIRLANT NORFOLK VA//N7/N84//
COMNAVAIRPAC SAN DIEGO CA//N7/N842//
COMPATWINGSLANT NORFOLK VA//
COMPATWINGSPAC BARBERS PT HI//
PATRON FIVE
PATRON SIXTEEN
PATRON THIRTY//N87//
PATRON FORTY SEVEN
INFO CNO WASHINGTON DC//N889F6//
CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7/N73//
CNET PENSACOLA FL//N5221//
BT
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTC//
SUBJ/PERSONNEL QUALIFICATION STANDARD (PQS) WORKSHOP FOR AVIATION GROUND OFFICER//
REF/A/TEL/NETPDTC/10DEC95//
REF/B/DOC/CNET/01SEP91/DOCSN:43999//
NARR/REF A IS PHONECON BTWN AWC BOER (NETPDTC) AND PQS MODEL MANAGER REPRESENTATIVE ADCS RUSSET (PATRON 30) PLANNING PQS WORKSHOP AND DISCUSSING SMES REQUIREMENTS. REF B IS AVIATION GROUND OFFICER PQS. //
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(904)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. AS DISCUSSED IN REF A, NETPDTC PQS DEVELOPMENT GROUP WILL CONVENE SUBJECT WORKSHOP FROM 26 FEB 96 TO 11 MAR 96 AT BLDG 2435 ROOM 3256, SAUFLEY FIELD, PENSACOLA FL. THE PURPOSE OF THIS OPNAV APPROVED WORKSHOP IS TO REVISE REF B.

2. FOR ACTION ADDEES (LESS CNAL/CNAP):
A. REQUEST NOMINATE SUBJECT MATTER EXPERTS (SMEs) TO PATRON 30 CODE N87 (MODEL MANAGER) VIA MSG NLT 18 JAN 96 AS FOLLOWS:

COMPATWINGSLANT ONE 03-04 QUALIFIED 1520
COMPATWINGSPAC ONE CWO1-CWO4 QUALIFIED 63XX
PATRON ONE ONE 02-03 QUALIFIED 73XX
PATRON FIVE ONE 02-04 QUALIFIED 1520
PATRON SIXTEEN ONE 03-04 QUALIFIED 73XX
PATRON FOUR SEVEN ONE CWO2-CWO4 QUALIFIED 63XX
B. PARTICIPATION BY QUALIFIED SMES IS REQUIRED. RECOMMEND NOMINATING AT REPRESENTATIVE KNOWLEDGABLE IN CURRICULUM WHERE APPLICABLE.
C. FOR EACH SME, MESSAGE SHOULD INCLUDE FULL NAME, RANK/RATE/CIV, SSN, SECURITY CLEARANCE, PHONE NUMBER (COMMERCIAL AND DSN/VOICE AND FAX), OFFICIAL EMAIL ADDRESS (IF AVAIL), COMMAND MESSAGE PLAD AND COMMAND ADDRESS, GEOGRAPHIC POINT OF TRAVEL ORIGIN, AND MODE OF TRAVEL.

3. FOR MODEL MANAGER:
A. REQUEST YOU COORDINATE SELECTION OF WORKSHOP SMES FROM SUBMITTED NOMINEES AND PROVIDE CONSOLIDATED LIST OF SMES INFO (IN FORMAT SPECIFIED PARA 2.C) TO NETPDTC N741 NLT 26 JAN 96.
B. LIAISON WITH NETPDTC POC TO ASSIST IN IDENTIFYING AND OBTAINING NECESSARY REFERENCE MATERIALS. SMES WILL BE REQUIRED TO BRING ALL APPLICABLE TYPE COMMANDER DIRECTIVES AND SPECIALIZED REFERENCES TO THE STANDARD. NETPDTC HAS CAPACITY TO STORE CLASSIFIED REFERENCE MATERIAL IF REQUIRED.

4. TRAVEL/TEMADD FUNDING FOR THE WORKSHOP SMES WILL BE PROVIDED BY NETPDTC AND FORWARDED VIA ACCOUNTING DATA MESSAGE SEPCOR TO PARTICIPATING COMMANDS FOR RECEIPT OF NOMINEE NAMES FROM MODEL MANAGER. //

BT

In this sample, remaining PATRONS are not included due to OCONUS deployments during workshop timeframe

Although optional, the Targeted Convening message also allows you to specify the SME skills each command is to provide

'Broadcast' PQS Workshop Convening Message

The 'Broadcast' type of PQS Workshop Convening message is normally used when the Model Manager has had no pre-contact with other commands in the PQS user community. It can also be used when the PQS user community covers many different unit types or command structures (as in the examples of Damage Control or 3-M PQS manuals). Usually, NETPDTC will send the PQS Convening message to the Model Manager command. As the Model Manager representative, you must then readdress the message to the other commands in your PQS user community that could provide SME nominations - this is the 'Broadcast'. A sample 'Broadcast' Convening message is provided below.

Sample NETPDTC PQS Workshop Convening Message (Broadcast)

R 181534Z DEC 95 ZYB
FM NETPDTC PENSACOLA FL//N741//
TO COMNAVAIRLANT NORFOLK VA//N7/N84//
COMNAVAIRPAC SAN DIEGO CA//N7/N842//

SME requirements aren't specified for each cmd. Rather, a general Qualification requirement is offered to each cmd that receives the readdressal. The amount of nominations received depends on the amount of cmds that receive the readdressal.


```

PATRON THIRTY//N87//
INFO CNO WASHINGTON DC//N889F6//
CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7/N73//
CNET PENSACOLA FL//N5221//
BT
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTC//
SUBJ/PERSONNEL QUALIFICATION STANDARD (PQS) WORKSHOP FOR AVIATION GROUND OFFICER//
REF/A/TEL/NETPDTC/10DEC95//
REF/B/DOC/CNET/01SEP91/DOCSN:43999//
NARR/REF A IS PHONECON BTWN AWC BOER (NETPDTC) AND PQS MODEL MANAGER REPRESENTATIVE ADCS RUSSET (PATRON 30)
PLANNING PQS WORKSHOP AND DISCUSSING SMEs REQUIREMENTS. REF B IS AVIATION GROUND OFFICER PQS. //
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(904)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. AS DISCUSSED IN REF A, NETPDTC PQS DEVELOPMENT GROUP WILL CONVENE SUBJECT WORKSHOP FROM 26 FEB 96
TO 11 MAR 96 AT BLDG 2435 ROOM 3256, SAUFLEY FIELD, PENSACOLA FL. THE PURPOSE OF THIS OPNAV APPROVED
WORKSHOP IS TO REVISE REF B.

2. FOR READDRESSAL ADDEES (NOMINATING COMMANDS):
A. REQUEST NOMINATE SUBJECT MATTER EXPERTS (SMEs) WITH FOLLOWING QUALIFICATIONS TO PATRON 30 CODE N87
(MODEL MANAGER) VIA MSG NLT 18 JAN 96:

QUALIFIED AVIATION GROUND OFFICER (DESIGNATOR 1520, 63XX OR 73XX)

B. PARTICIPATION BY QUALIFIED SMEs IS REQUIRED. RECOMMEND NOMINATING AT LEAST ONE SCHOOLHOUSE
REPRESENTATIVE KNOWLEDGABLE IN FRS CURRICULUM WHERE APPLICABLE.
C. FOR EACH SME, MESSAGE SHOULD INCLUDE FULL NAME, RANK/RATE/CIV, SSN, SECURITY CLEARANCE, PHONE NUMBER
(COMMERCIAL AND DSN/VOICE AND FAX), OFFICIAL EMAIL ADDRESSES (IF AVAIL), COMMAND MESSAGE PLAD AND COMMAND
ADDRESS, GEOGRAPHIC POINT OF TRAVEL ORIGIN, AND MODE OF TRAVEL.

3. FOR MODEL MANAGER:
A. REQUEST YOU READDRESS THIS MESSAGE TO PQS USER COMMUNITY COMMANDS TO SOLICIT SME NOMINATIONS.
A. REQUEST YOU COORDINATE SELECTION OF WORKSHOP SMEs FROM SUBMITTED NOMINEES AND PROVIDE CONSOLIDATED LIST
OF SME INFO (IN FORMAT SPECIFIED PARA 2.C) TO NETPDTC N741 NLT 26 JAN 96.
B. LIAISON WITH NETPDTC POC TO ASSIST IN IDENTIFYING AND OBTAINING NECESSARY REFERENCE MATERIALS. SMEs
WILL BE REQUIRED TO BRING ALL APPLICABLE TYPE COMMANDER DIRECTIVES AND SPECIALIZED REFERENCES TO THE
STANDARD. NETPDTC HAS CAPACITY TO STORE CLASSIFIED REFERENCE MATERIAL IF REQUIRED.

4. TRAVEL/TEMADD FUNDING FOR THE WORKSHOP SMEs WILL BE PROVIDED BY NETPDTC AND FORWARDED VIA ACCOUNTING
DATA MESSAGE SEPCOR TO PARTICIPATING COMMANDS FOR RECEIPT OF NOMINEE NAMES FROM MODEL MANAGER. //
BT

```

What to do with NETPDTC's Convening Announcement message

If you elected to pre-contact some commands in your PQS user community, you and the assigned PQS Workshop Facilitator probably decided to use the "Targeted" PQS Convening Message. In this case, your next step is to await receipt of the SME Nomination information from the SMEs' parent commands, and then consolidate that information into a SME Selection message that is sent to NETPDTC.

If you and the assigned PQS Workshop Facilitator decided to use the "Broadcast" PQS Workshop Convening message, your next step is to readdress the NETPDTC PQS Convening Message when you receive it.

Model Manger Readdressal of NETPDTC's PQS Workshop Convening Message

You can choose to use either a regular Readdressal, or a Readdressal with Comments. The procedures for both of these types of readdressal are fully explained in NTP-3, Naval Communications Manual (available in your Comm Center). A partial example Readdressal with Comments message is shown below to provide you with a sample of the Comment portion for this type of message.

Example Model Manager Readdressal of NETPDTC 's PQS Workshop Convening Message

```

R 211055Z DEC 95 ZYB
FM PATRON THIRTY
TO COMPATWINGSLANT NORFOLK VA//JJJ//
COMPATWINGSPAC BARBERS PT HI//JJJ//
PATRON ONE
PATRON FIVE
PATRON SIXTEEN
PATRON FORTY SEVEN
BT
UNCLAS //N03500//
MSGID/GENADMIN/PATRON 30//
SUBJ/READDRESS WITH COMMENTS//
RMKS/1. REQUEST ADDEES TAKE SUBJ MSG UNDER CONSIDERATION AND IF DESIRED, SUBMIT SME NOMINATIONS TO PATRON
THIRTY N87 FOR CONSOLIDATION. REQUEST WIDEST DISEMINATION OF THIS MSG AMONG YOUR SUBORDINATE COMMANDS THAT
UTILIZE SUBJ PQS.//
QUOTE
R 181534Z DEC 95 ZYB
FM NETPDTC PENSACOLA FL//N741//
TO COMNAVAIRLANT NORFOLK VA//N7/N84//
COMNAVAIRPAC SAN DIEGO CA//N7/N842//
PATRON THIRTY//N87//
INFO CNO WASHINGTON DC//N889F6//
CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7/N73//
CNET PENSACOLA FL//N5221//
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTC//
SUBJ/PERSONNEL QUALIFICATION STANDARD (PQS) WORKSHOP FOR AVIATION GROUND OFFICER//
REF/A/TEL/NETPDTC/10DEC95//
REF/B/DOC/CNET/01SEP91/DOCSN:43999//
NARR/REF A IS PHONECON BTWN AWC BOER (NETPDTC) AND PQS MODEL MANAGER REPRESENTATIVE ADCS RUSSET (PATRON 30)
PLANNING PQS WORKSHOP AND DISCUSSING SME REQUIREMENTS. REF B IS AVIATION GROUND OFFICER PQS. //
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764
/AWC-SKIP.BOER(AT)SMTP.CNET.NAVY.MIL//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(904)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. AS DISCUSSED IN REF A, NETPDTC PQS DEVELOPMENT GROUP WILL CONVENE SUBJECT WORKSHOP FROM 26 FEB 96
TO 11 MAR 96 AT BLDG 2435 ROOM 3256, SAUFLEY FIELD, PENSACOLA FL. THE PURPOSE OF THIS OPNAV APPROVED
WORKSHOP IS TO REVISE REF B.

2. FOR READDRESSAL ADDEES (NOMINATING COMMANDS):
A. REQUEST NOMINATE SUBJECT MATTER EXPERTS (SMEs) WITH FOLLOWING QUALIFICATIONS TO PATRON 30 CODE N87
(MODEL MANAGER) VIA MSG NLT 18 JAN 96:

QUALIFIED AVIATION GROUND OFFICER (DESIGNATOR 1520, 63XX OR 73XX)

B. PARTICIPATION BY QUALIFIED SMES IS REQUIRED. RECOMMEND NOMINATING AT LEAST ONE SCHOOLHOUSE
REPRESENTATIVE KNOWLEDGABLE IN FRS CURRICULUM WHERE APPLICABLE.
C. FOR EACH SME, MESSAGE SHOULD INCLUDE FULL NAME, RANK/RATE/CIV, SSN, SECURITY CLEARANCE, PHONE NUMBER
(COMMERCIAL AND DSN/VOICE AND FAX), OFFICIAL EMAIL ADDRESSES (IF AVAIL), COMMAND MESSAGE PLAD AND COMMAND
ADDRESS, GEOGRAPHIC POINT OF TRAVEL ORIGIN, AND MODE OF TRAVEL.

UNQUOTE

```

Remainder of readdressed message not displayed to reduce the size of this guide.

SME Selection

After readdressing the Convening Message (if necessary), your next responsibility is to review the incoming SME Nominations, select the most appropriate SMEs, and then notify the PQS Development Group and the nominating commands of your selections. While most commands will send their nominations directly to you, often a command will send its SME nomination message to NETPDTC. When this happens, your assigned PQS Workshop Facilitator will contact you and pass the information via fax, e-mail or phone, as time allows.

When selecting SMEs from among the various nominations, try to ensure that you select SMEs from both the Pacific and Atlantic Fleets to ensure bi-coast representation at the workshop. Also, an SME who is from an associated schoolhouse or training pipeline is invaluable to the PQS Workshop because of his knowledge in current training curriculums.

Please ensure that you complete your SME selections, consolidate each SME's contact information, and forward your Model Manager SME Selection message to the PQS Development Group by the deadline stated in the Workshop Convening message. Your PQS Workshop Facilitator needs to receive the SME info at least 45 days before the workshop convening date to ensure adequate time to arrange TAD funding and release the Accounting Information messages to the SME parent commands. Often, unintentional

delays by the nominating commands result in a similar delay by the Model Manager in providing notification to NETPDTC. A short phone call from the Model Manager usually prompts a timely response.

If you are experiencing a significant lack of nominations in response to the convening message and the convening message due date is approaching, you will need to start contacting the nominating commands by phone to discuss the need for SME nominations. Although it happens only occasionally, PQS Workshops have been cancelled due to a lack of available SMEs. Notification of such cancellations must be made, in writing, to NETPDTC. Cancelled PQS Workshops usually have to be re-scheduled at the next Annual PQS Review.

When you've completed your selections of the SMEs who will attend the PQS Workshop, you need to notify each SME's parent command, and provide NETPDTC with SME info via naval message. An example is provided below.

Example Model Manager SME Selection Message

R 201504Z JAN 96 ZYB
FM PATRON THIRTY//N87//
TO NETPDTC PENSACOLA FL//N741//
INFO COMNAVIAIRLANT NORFOLK VA//N84//
COMNAVIAIRPAC SAN DIEGO CA//N7/N842//
COMPATWINGSLANT NORFOLK VA//JJJ//
COMPATWINGSPAC BARBERS PT HI//JJJ//
PATRON ONE
PATRON FIVE
PATRON SIXTEEN
BT
UNCLAS //N03500//
MSGID/GENADMIN/PATRON 30//
SUBJ/SME SELECTION FOR AVIATION GROUND
REF/A/GENADMIN/NETPDTC/181534ZDEC95//
AMPN/CONVENING MESSAGE FOR SUBJ WORKSHOP//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(904)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. PER REF A, FOL PERSONNEL HAVE BEEN SELECTED BY MODEL MANAGER AS SUBJECT MATTER EXPERTS (SMEs) TO
ATTEND SUBJ PQS WORKSHOP FROM 26 FEB 96 TO 11 MAR 96, AT NETPDTC BLDG 2435 ROOM 3256, 6490 SAUFLEY FIELD
ROAD, PENSACOLA, FL.

Ensure all Action addres
from Convening Message or
your readdressal are
included as info addres in
this msg.

NAME: JOSEPH D. SCHMOE
RATE: LTJG
SSN: 111-22-3333
CLRNC: SECRET (DIS 9/88)
TEL: COMM (555)111-2222 DSN 999-2222
FAX: COMM (555)111-3333 DSN 999-3333
EMAIL: N812.JSCHMOE(AT)NASJ.NAVY.MIL
PLAD: PATRON SIXTEEN
CMD: PATROL SQUADRON SIXTEEN, BOX 1111, NAS JACKSONVILLE, FL 32952-1111
TRVL: COMMERCIAL AIR
ORIG: JACKSONVILLE FL

2. TRAVEL/TEMADD FUNDING FOR THESE WORKSHOP SMEs WILL BE PROVIDED BY NETPDTC AND FORWARDED VIA ACCOUNTING
DATA MESSAGE SEPCOR TO PARTICIPATING COMMANDS NLT 30 DAYS PRIOR TO WORKSHOP CONVENING DATE.//
BT

Funding for PQS Workshop Attendees

NETPDTC provides travel, PerDiem, and Meals & Incidental Expenses (M&IE) funding for all SMEs selected to attend a PQS Workshop, as well as for NETPDTC's Workshop Facilitators. Upon receipt of your Model Manager SME Selection message (with SME nomination information), the PQS Development Group and provide TAD accounting information by naval message or official letter to each SME's parent command. Due to the numerous variables associated with commercial travel, the SME's parent command is responsible for making all travel reservations. Unfortunately, NETPDTC cannot provide funding for rental cars for SMEs during the workshop. If desired, funding for rental cars is the responsibility of the SME's parent command and should be provided as separate accounting strings on the SME's travel orders. A sample NETPDTC SME Accounting Data message is provided below:

Sample NETPDTC SME Accounting Data Message

```

R 201504Z MAR 96 ZYB
FM NETPDTC PENSACOLA FL//N741//
TO COMNAVAIRLANT NORFOLK VA//N84//
PATRON SIXTEEN
PATRON FOUR SEVEN
INFO PATRON THIRTY//N87//
BT
UNCLAS //N07000//
MSGID/GENADMIN/NETPDTC//
SUBJ/ACCOUNTING DATA FOR AVIATION GROUND OFFICER PERSONNEL QUALIFICATION STANDARD (PQS) WORKSHOP//
REF/A/GENADMIN/NETPDTC/181534ZDEC95//
AMPN/CONVENING MESSAGE FOR SUBJ WORKSHOP//
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764
/AWC-SKIP.BOER(AT)SMTP.CNET.NAVY.MIL//
RMKS/1. THIS MESSAGE PROVIDES ACCOUNTING DATA FOR THE BELOW LISTED PERSONNEL TO ATTEND THE SUBJECT
WORKSHOP COMMENCING 0745, 26 FEB 96 AND ENDING 11 MAR 96, AT NETPDTC BLDG 2435 ROOM 3256, 6490 SAUFLEY
FIELD ROAD, PENSACOLA, FL, A PERIOD OF 10 DAYS. REF A REFERS.

2. USE ITEMS 8, 11, 29 (NETPDTC) WHEN PREPARING ORDERS. REPORT TO PQSDEVGRU FACILITATOR AT 0745, 25 FEB
96, FOR WORKSHOP CHECK-IN. UNIFORM: SUMMER KHAKI, SUMMER WHITES.

3. GOVT AIR DIRECTED IF AVAIL, NOT TO INTERFERE WITH WORKSHOP CONVENING DATE. IF TRAVEL IS TO BE PERFORMED
BY COMMON CARRIER, MEMBER IS DIRECTED TO OBTAIN A TRANSPORTATION REQUEST THROUGH LOCAL PSD. MEMBER IS
ADVISED, IF PURCHASING OWN TICKET, REIMBURSEMENT MAY BE SUBSTANTIALLY LESS THAN ACTUALLY PAID. POV/RENTAL
CAR WILL NOT BE AUTHORIZED BY NETPDTC. IF DESIRED, POV/RENTAL CAR MUST BE FUNDED BY PARENT COMMAND.

4. GOVT MESSING IS NOT AVAILABLE AT NETPDTC.

5. ENSURE TWO COPIES OF LIQUIDATED TRAVEL CLAIM AND TWO COPIES OF ORIGINAL ORDERS ARE FORWARDED NLT 10 DAYS
AFTER COMPLETION OF TAD TO:
COMMANDING OFFICER
NETPDTC N741
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

6. ENSURE MEMBER RECEIVES A COPY OF THIS MESSAGE.
FOR PATRON FOUR SEVEN:
ESTIMATED COST AND ACCOUNTING DATA FOR CWO2 O. SALTE, 333-44-5555
TRANS: 488.00 PER DIEM: 960.00 MISC: 25.00 TOTAL: 1473.00
AA 1733333.62M7 000 11111 0 022222 2D OMA165 111116MAE11E
STANDARD DOCUMENT NO. N1111196TOMA165

B. FOR PATRON SIXTEEN:
ESTIMATED COST AND ACCOUNTING DATA FOR LTJG JOSEPH SCHMOE, 111-22-3333
TRANS: 155.00 PER DIEM: 960.00 MISC: 25.00 TOTAL: 1140.00
AA 1733333.62M7 000 11111 0 022222 2D OMA167167 111116MAE11E
STANDARD DOCUMENT NO. N1111196TOMA167
AUTH POV FOR MEMBERS CONVENIENCE, NOT TO EXCEED COST OF AIRLINE TICKET. AUTH ONE DAY TRAVEL TO AND FROM
TAD SITE. AUTH IN/AROUND MILEAGE NOT TO EXCEED 25 MILES PER DAY//
BT

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SME Substitution

The need for an SME substitution always presents a difficult and often short-fused situation. The need for a substitution typically can be categorized in two ways - occurring either before the workshop, or during the workshop.

Before the Workshop

Replacement of an SME before the workshop convenes is not a major problem. There are two types of substitution. The first is a substitution from the same command, in which case the original SME passes all of the information that has been provided so far, including the accounting data, which is directly transferable to the new SME. If the replacement is coming from another command, the accounting data for the original SME must be canceled and new data must be provided for the replacement. For either type of substitution before a workshop, notify the assigned PQS Workshop Facilitator immediately so the appropriate action may be taken.

During the Workshop

SME replacement after a workshop convenes will significantly affect the development process and usually puts a workshop behind schedule. The first day of a workshop is an orientation of the PQS revision or development

process. Experience has shown us that SMEs who miss this orientation are usually not as involved or knowledgeable throughout the rest of the workshop as the SMEs who were present at the opening day orientation brief.

SMEs who must leave at some point during the workshop and then return can cause a sub-group to fall behind schedule because of the missing expertise or increased workload on the remaining group members. Absences for non-emergency medical/dental appointments or college classes are detrimental to the group dynamics we strive to achieve during the workshop. SMEs should make every effort to ensure that they will be able to attend the entire workshop without interruption. Workshop Facilitators are instructed to deny all 'non-emergency' requests for absences.

If you have any discussions with SMEs prior to the workshop convening date, please stress the importance of their uninterrupted attendance.

No-Cost TAD Orders for Local SMEs

All SMEs stationed in the local geographic area of the workshop location must have No Cost TAD orders directing their attendance at the PQS Workshop. These orders, issued by their parent command and valid for the duration of the workshop, are required to ensure that the local area SMEs are not assigned to parent command watches, mid-shift, flight schedules or similar duties.

Additionally, these orders help ensure that the command is cognizant of the SMEs' participation in a PQS Workshop, allowing the SMEs' supervisors to plan workload to allow for the SMEs' absence from the command. Some commands have attempted to replace an SME during the middle of a workshop with another person of similar rate or experience. This can also cause a workshop or sub-group to fall behind as the new person doesn't have the orientation exposure to the development process, and often feels left out of a group that has already become productive.

Section 18 - Workshop Facility Final Preparations

During PQS Workshops, the revised text is typed by the Workshop Facilitator using ADP equipment provided by PQSDEVGRU. Your Workshop Facilitator can also provide Computer Projectors and Overhead Display panels, if these items aren't available in the local workshop location. However, to reduce the amount of baggage your facilitator is required to bring, we ask that you ensure an appropriate number of display screens, extension cords and overhead projectors (if required) are available to support the PQS workshop.

If possible, a podium at the front of the room is very useful to the Workshop Facilitator on the first and last days of the workshop.

If you choose to place name tags or make seating arrangements for the Workshop SMEs, consider these ideas to head off problems before they happen and help the workshop flow.

- There should not be a "head table". You should occupy a seat at a table towards the middle of the room or within the largest SME group. The seating for the Workshop Facilitator should be at front or side of the room.

- Avoid placing a TYCOM representative at one end of the table. In doing so you are neutralizing the natural inclination of the fleet sailors to let him be in charge and "run the show." In your phone conversations you should develop a feel for individual personalities of the SMEs. Be alert for individuals who appear to have dominating personalities and seat them like the TYCOM representative.
- Mix up the coasts; don't have all East Coast SMEs on one side of the table and West Coast on the other.
- If there are multiple SMEs from the same command, separate them, forcing them to interact with the SMEs from other commands.
- When you have a mix of officer and enlisted SMEs, intersperse them as well, otherwise they will tend to form cliques and segregate.

Provide pads of paper and pencils or pens, if possible. Be sure there are ample trash receptacles available throughout the conference room.

A handout map of the base and local area identifying locations such as billeting, exchanges, clubs, and dining facilities is very useful to the SMEs who are attending the workshop on TAD orders. Your local MWR or ITT office can usually provide this type of map in small quantities.

Although refreshments are not required, the attendees usually appreciate them. We suggest you poll the attendees for their preferences when the workshop convenes. Do not feel timid about assessing a small daily or weekly charge for coffee or other provisions. (If this will be the case, notify the Workshop Supervisor and SMEs in advance to allow for a Conference Fee to be added to their Orders). Also, if a Conference Fee or coffee fee is to be collected, ensure that you have an adequate supply of change.

On the convening day of the conference, plan to arrive at your conference site at least one hour early to ensure that everything is ready.

Section 19 - The PQS Workshop

Each PQS Workshop is unique, dependent on each SME's experience, the group dynamics that occur as the SMEs interact, and the scope and complexity of the PQS topic. However, every PQS workshop must have a general agenda and a rough schedule in order to complete the workshop in a reasonable amount of time. Without a schedule or agenda, workshop SMEs tend to ineffectively debate minute points at length. You, and the PQS Workshop Facilitator, must keep the SMEs focused on the broader topic at hand, in order to keep the entire workshop on track and productive.

Workshop Schedule

The workshop schedule is different for each PQS that is developed or revised due to the equipment complexities or depth of PQS coverage. After determining the extent of the revision or development requirements, the assigned PQS Workshop Facilitator will develop an approximate work schedule during the first or second day of the workshop. However, the following topics are usually similar for all PQS workshops, and will probably be used during your workshop.

Workshop Hours

Most conferences run from 0800 to 1600 with an hour for lunch. Attention seems to lag when the workshop runs much longer than this. We recommend starting the opening

session fifteen minutes earlier than subsequent sessions as attendees have a tendency to socialize and renew old acquaintances during check-in on the first day.

Workshop Dates

Workshops are normally scheduled for a 10-12 day period. Workdays are normally Monday through Friday. The PQS Workshop Facilitator is authorized to adjust working days and hours depending on the workshop progress. This could include designating a Saturday as a half or full workday for attendees. It doesn't happen often, but it has happened. In cases where a holiday falls within the scheduled Workshop, the Workshop Facilitator will generally adhere to the local command's holiday policy.

Workshop Agenda

Once convened, PQS Workshops typically proceed using the following agenda:

- SME Check-in and Opening Remarks (the Admin Intro)
- PQS Workshop Orientation Briefing
- A review of routine change submissions held by the Model Manager for inclusion during this workshop.
- Discuss equipment or procedure changes that need to be included in the PQS or added during a PQS Revision
- SMEs Develop/Revise Watchstations
- SMEs Develop/Revise Systems
- SMEs Develop/Revise Fundamentals
- PQS Admin items
- Full (end-to-end) review of the draft PQS
- Closing remarks and SME check-out

While the PQSDEVGRU Workshop Facilitator will conduct the bulk of workshop briefings and oversee group discussion, as the Model Manger representative you can have a significant role during several early portions of the Workshop, if you choose. These opportunities for your participation are:

- Conducting the Admin Introduction
- Discussing change submissions held for inclusion in the draft PQS
- Discussing new equipment and procedures that will be included in the draft PQS.

Commencing the Workshop – (the Admin Intro)

You may wish to start your Workshop with a kick-off or welcome aboard speaker such as your Commanding Officer, or Group or Wing Commander. If so, we suggest that you attempt to schedule this speaker approximately 30 minutes after the Workshop opening day start time. This will allow the attendees to "settle in" and accommodate the inevitable SME who is late due to "bad directions".

Following the kick-off speaker, you should be prepared to deliver your administrative remarks covering such topics as endorsement of travel orders; parking; dining facilities; location of the nearest DSN lines; restrooms; Workshop hours; and any other helpful information. It is a good idea to have the attendees introduce themselves. This will provide information on the professional backgrounds and expertise available for the PQS Workshop. Following these self-introductions, introduce the PQS Workshop Facilitator, who will begin the PQS workshop orientation briefing for the SMEs.

Reviewing Change Submissions for a PQS Revision Workshop

You should be prepared to present a summary of all Model Manager “Pen and Ink” Changes that have been issued since the PQS effective date. If you desire, the assigned PQS Workshop Facilitator can discuss each NETPDTC Immediate Change message that has been issued for the PQS. Finally, you should brief the workshop SMEs about any routine change recommendations that have been submitted for the PQS in the past, but were deferred for inclusion until the next PQS Revision Workshop. These discussions will serve as a starting point for determining the initial action items for the workshop SMEs to include in the draft PQS.

Reviewing Equipment and Procedure Topics for a PQS Workshop

Whether for a PQS Revision Workshop, or for a PQS Development Workshop, someone will need to conduct a brief presentation on the major equipment or systems that must be covered in the draft PQS the workshop SMEs are to produce. Additionally, a rough overview of the procedures, operating methods or tactics that should be covered by the PQS must also be presented. As the Model Manager, you usually have sufficient experience with the equipment and associated operating practices to conduct this portion of the workshop. However, if you are serving as a Model Manager for a PQS community that you do not feel proficient in, the assigned PQS Workshop facilitator is prepared to conduct this portion of the workshop, normally using an SME “open topic” or “brainstorming” discussion format.

PQS Content Development

Your assigned Workshop Facilitator will conduct the remainder of the workshop agenda. He or she will provide briefings on content and format requirements as the SMEs enter each new area. Normally, the workshop progression is:

- Watchstation development
- System development
- Fundamentals development
- Determination of Prerequisites Requirements
- Final (end-to-end) review of the Draft PQS

At the completion of the PQS Workshop, the Workshop Facilitator will add some required text concerning PQS applicability or indexing, then send or hand-carry the draft PQS back to PQSDEVGRU to begin the Production Process.

Section 20 - PQS Format and Technical Content

As you proceed through the workshop agenda, keep in mind that the format and style of PQS manuals are governed by the PQSDEVGRU Writing Guide. The PQS Workshop Facilitator assigned to your workshop will ensure that the material the workshop SMEs develop fits the phrasing and format required by the Writing Guide. Occasionally, for ease of arrangement or readability, waivers to the provisions of the Writing Guide are granted. However, major deviations from the specified format such as the use of graphics and diagrams, odd-sized publications, or inclusion of non-referenced qualification items will most likely be disapproved. Your PQS Workshop Facilitator will be able to advise you regarding any contemplated deviations.

In Summary

- ***PQS Development or Revision Workshops are normally only 10 days in length, but require at least 90 days prior to the workshop to schedule, announce, and fund***

- *The Model Manager Command usually serves as the Workshop host, locates the facilities at the workshop location, coordinates SME requirements, and provides reference material*
 - *PQSDEVGRU releases Workshop Convening (announcement) messages*
 - *The Model Manager readdresses the Convening message to desired commands, screens the resulting SME nominations, then informs NETPDTC of the SME selections*
 - *PQSDEVGRU then supplies SME funding (by message or letter) and provides ADP equipment for the Workshop*
 - *During the Opening Day of the Workshop, you can provide Admin Remarks, a summary of equipment changes, and a review of submitted changes that have been held for inclusion during this workshop (if desired)*
 - *The PQSDEVGRU Workshop Facilitator will make all other presentations regarding the Workshop Process itself, then conduct the Workshop.*
-

PART 5 – PQS REVISIONS (WITHOUT A WORKSHOP) PROCESS

As stated earlier in Part 3 - Section 13, PQS Revisions that are conducted without a NETPDTC sponsored Workshop are primarily the responsibility of the Model Manager command. With older PQS, the amount of effort to revise the manual could require a great deal of effort on your part due to changes in PQS format and referencing requirements. PQS Revisions without a Workshop normally take a Model Manager about 30 to 45 days to complete and submit to PQSDEVGRU. Once submitted, this draft PQS follows the same production, review and distribution processes that a PQS Revision with a Workshop product would follow.

Section 21 – General Information

Following approval of your Model Manager Review Submission message requesting a PQS Revision without a Workshop, a PQSDEVGRU Workshop Facilitator assigned to monitor your revision will contact you to discuss specific procedures and deadlines for your revision. During this initial contact, you will need to update your point of contact information, to include an official (government supplied) e-mail address. Most of the material that you will send and receive will be via e-mail, unless your command doesn't have that capability. If this is the case, official mail will have to be used to exchange information, significantly extending the time required to complete the revision process.

Section 22 - Model Manager Responsibilities

When conducting a Revision without a Workshop, you will have the majority of the duties and tasks associated with this CNO approved PQS Revision. Depending on the scope of the additions and changes that you need to make to the PQS, as well as the age and re-formatting necessary to meet current PQS format requirements, the entire process should take between 30 –45 days to complete. During this time you will be responsible for:

- Determining the number and rates of SMEs required to conduct the revision
- Preparing and releasing any naval messages that you wish to send concerning SMEs, the revision “meeting” or “Conference”, and funding
- Locating the SMEs and supplying TAD funding if SMEs are required from out of the local area.
- Providing appropriate reference material for SME use during the revision
- Presiding over the revision conference or meeting
- Determining technical content of the revised material.
- Preparing the complete text of the new draft PQS (your revision) in Microsoft Word 6.0 Word 97, or Word 2000 for submission to PQSDEVGRU not later than 45 days after your receipt of the Exportable Writer's Guide.

Section 23 – NETPDTC Responsibilities

PQSDEVGRU will assign a PQS Workshop Facilitator who will be responsible for assisting you and monitoring your progress. The Workshop Facilitator will:

- Establish initial contact and update your point of contact information
- Provide you with a copy of the PQSDEVGRU Exportable PQS Writing Guide (explaining the PQS format requirements and Microsoft Word Templates that contain “fill-in-the-blank” PQS structure).
- Provide guidance to your specific questions on format/structure.
- Edit your submitted draft PQS and complete the preliminary review and distribution stages as described in Parts 6, 7, 8, and 9 of this Guide.

A Reminder on Revision without a Workshop Referencing Requirements

Beginning in 1995, all PQS 100 and 200 Section items are **required** to be referenced to the chapter and page level of a **current** official document. If your PQS has an effective date prior to mid-1995, it is likely that it is only referenced to the chapter level, and most of the references in the PQS are out-of-date, having been superseded or updated since the PQS was last revised. This means that the entire PQS will have to be re-referenced, not just the material that you plan to add or change.

In Summary

- ***As the Model Manager, you assume the bulk of responsibility associated with completing a PQS Revision without a Workshop (to include location, SMEs, any funding requirements, ADP equipment, etc.)***
 - ***NETPDTC will provide a PQS Writing Guide and ADP Templates for your use in revising the PQS, and is available to provide answers to your questions via phone***
 - ***Your Revision without a Workshop must be completed within 30-45 days of receiving the PQS Writing Guide***
 - ***All material in the 100 and 200 sections of the revised PQS must be referenced to the chapter and page level, not just material that you change.***
 - ***Your completed draft PQS must be submitted to PQSDEVGRU in MS Word 6.0/8.0 format***
-

PART 6 - PQS PRODUCTION PROCESS

When your PQS Workshop is completed, the draft PQS created by the Workshop SMEs is taken back to PQSDEVGRU where it enters the Production Process. For the next 30-60 days, the draft PQS is checked and re-checked by the PQSDEVGRU Editorial Assistants to ensure that it uses correct format, accurate phrasing of questions or tasks, and precise referencing. During this process the PQSDEVGRU Editorial Assistants usually identify a number of errors and typo's in the draft PQS that must be corrected before the PQS can be sent out for Preliminary Review. Your Workshop Facilitator will attempt to correct as many as possible using reference publications maintained at NETPDTC's technical library, or information brought back from the Workshop itself. However, if the Workshop Facilitator is unable to correct a problem, you will be contacted by the facilitator and asked to provide a correct interpretation or answer to the problem. By responding to these questions quickly, you will help keep your draft PQS on schedule during the Production Process.

Section 24 – Production Progress

Each editorial assistant is usually working on several other draft PQS at the same time he or she is preparing your PQS for review. The editorial assistants operate on a first-in, first-out basis. This means, of course, that each PQS will be processed in turn at each step until all the production work is completed. Any lengthy delays in getting a problem corrected usually results in significant production delays for your PQS as other draft PQS are accelerated to fill the unplanned dead-time your PQS problem created.

As you can see, your Workshop Facilitator's role in the PQS development process has shifted from that of a discussion moderator to a liaison between you and the editorial assistants. The editorial assistant working on your draft PQS will continue to play a pivotal role throughout the production process. If she is not able to interpret the workshop draft PQS, she will have to contact the Workshop Facilitator (who then may have to contact you) for the correct interpretation. If material is missing or unclear, you will be contacted, and production on those sections of your publications with missing or unclear information will be delayed until the editorial assistant receives the required information. You can assist in the production process by keeping an open line with your Workshop Facilitator, answering any questions and forwarding any missing material promptly.

For a large PQS revision, the problems identified and corrected in this early development stage will substantially reduce the amount of rework required later during the Preliminary and FLTCINC Review stages.

In Summary

- ***Once your workshop or revision is completed, NETPDTC will conduct initial formatting and error checks for approximately 60-90 days***
 - ***Occasional questions from PQSDEVGRU regarding the draft PQS should be answered quickly so that your PQS stays on schedule***
-

PART 7 - PQS PRELIMINARY REVIEW PROCESS

After the PQSDEVGRU Editorial Assistants have finished the initial corrections and formatting of your draft PQS, it is ready to enter the Preliminary Review process. During Preliminary Review, you'll select a number of commands to review the draft PQS for content and technical accuracy, then consolidate their inputs and forward them to PQSDEVGRU for inclusion into the final draft PQS. As the Model Manager representative, you will determine which input recommendations are incorporated into the draft PQS or rejected.

Section 25 - Preliminary Review

When the draft PQS is ready to begin the Preliminary Review process, your Workshop Facilitator will release NETPDTC's Preliminary Review message. This message, sent to your command, requests that you coordinate the review of the draft PQS, and solicit review and feedback from other commands within the PQS user community. Your review and response is due 30 days after the Date-Time-Group of the Preliminary Review message (depending on the complexity of the draft PQS). A sample message is provided below.

Sample NETPDTC Preliminary Review Message

R 261515Z JUN 96 ZYB
FM NETPDTC PENSACOLA FL//N741//
TO PATRON THIRTY
CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7/N722B//
INFO NAVOSHENVTRACEN
BT
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTC//
SUBJ/PRELIMINARY PERSONNEL QUALIFICATION STANDARD (PQS) AVAILABLE FOR REVIEW//
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764
/AWC-SKIP.BOER(AT)SMTP.CNET.NAVY.MIL//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(904)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. THE FOLLOWING PQS ARE AVAILABLE FROM THE MODEL MANAGER OR NETPDTC BULLETIN BOARD SYSTEM (BBS) FOR
REVIEW AND FEEDBACK. THE PQS WILL BECOME EFFECTIVE ONCE ALL FEEDBACK IS VALIDATED/CONSOLIDATED BY THE
MODEL MANAGER, ENDORSED BY THE TYCOM OR EQUIVELENT, INCORPORATED BY PQSDEVGRU, AND THE FINAL PRODUCT
APPROVED BY THE FLTCINCS.
43999 AVIATION GROUND OFFICER
MODEL MANAGER: PATRON THIRTY, ADCS RUSSET
DSN 942-1111, COMM (850) 772-1111
SUPERSEDES: 43111-1D
APPLICABILITY: ALL COMMANDS WITH AVIATION GROUND OFFICERS ASSIGNED.

2. FOR CINCLANTFLT/CINCPACFLT N7:
A. THE FOLLOWING PRELIMINARY PQS IS SUBMITTED FOR FLTCINC REVIEW AND APPROVAL. REQUEST RESPONSE NLT 26 JUL 96 INDICATING FINAL APPROVAL OR DESIRED CHANGES. FOLLOWING THIS DATE CONCURRENCE OF EXISTING DRAFT WITHOUT CHANGE IS ASSUMED. APPROVAL WITHOUT CHANGES SHOULD BE SENT VIA GENADMIN OR E-MAIL TO NETPDTC N741, INFO MODEL MANAGER. DESIRED CHANGES SHOULD BE SENT VIA GENADMIN MSG TO APPROPRIATE MODEL MANAGER, INFO NETPDTC N741. MODEL MANAGER WILL COORD CHANGES WITH NETPDTC FOR INCORPORATION INTO SUBJ PQS. FOR ANY CHANGES, PQS WILL NOT BE RESUBMITTED FOR APPROVAL UNLESS INDICATED.

3. FOR MODEL MANAGER:
A. REQUEST YOU READDRESS THIS MSG TO THOSE COMMANDS THAT YOU DESIRE REVIEW OF THIS PRELIMINARY PQS.
B. FOLLOWING YOUR RECEIPT OF REVIEWING COMMAND RECOMMENDATIONS, RESEARCH AND VALIDATE EACH SUGGESTED CHANGE, AND APPROVE OR DENY THE SUGGESTED CHANGE. SUBMIT YOUR CONSOLIDATED FEEDBACK OF APPROVED CHANGES TO THE PRELIMINARY DRAFT TO NETPDTC N741 VIA MSG FOR INCORPORATION INTO THE PRELIMINARY PQS DRAFT.
C. YOUR CONSOLIDATED FEEDBACK IS DUE TO PQSDEVGRU NLT 10 AUG 96.
D. WITH YOUR FEEDBACK, PROVIDE NAMES/HULL NUMBERS OF ALL COMMANDS THAT CONTRIBUTED FEEDBACK, WHETHER THEIR INPUTS WERE USED OR NOT.

4. FOR REVIEWING COMMANDS:
A. YOUR FEEDBACK IS DUE TO MODEL MANAGER NLT 26 JUL 96.
B. REQUEST COMMENTS, CHANGE RECOMMENDATIONS, AND POINT OF CONTACT WITH ASSOCIATED DSN NUMBERS BE SUBMITTED VIA MSG TO THE MODEL MANAGER BY THE DATE INDICATED.

C. IN RESPONSES, LIST EACH INDIVIDUAL ITEM OR CHANGE PROPOSAL IN FOUR PARTS AS FOLLOWS:
I. IDENTIFICATION OF PQS SECTION AND ITEM NUMBER (I.E. 101.1.2)
II. RECOMMENDED TYPE OF CHANGE (ADD, DELETE, CHANGE TO READ, ETC.)
III. REASON/JUSTIFICATION FOR THE PROPOSED CHANGE
IV. REFERENCE WHICH CONTAINS THE DESIRED ANSWER (TO INCLUDE TITLE OF REF, CHAP/SECT, AND PAGE NUMBER).

NAVOSHENVTRACEN is an automatic action addressee (reviewer) for any PQS that contains references to NAVOSH pubs or includes HAZMAT/HAZWASTE/ Safety procedures in its content.

What to do with NETPDTC's Preliminary Review message

Upon receipt of the Preliminary Review message, you should determine which commands that you will request to review the draft PQS. In our experience, a smaller number of reviewing commands provide feedback equal in quality and quantity as a larger number of commands, without the difficulties of coordinating a large number of responses. We suggest that you select an odd number of commands, (either 3 or 5), to serve as your pool of reviewing commands. Consider the current OPTEMPO that your candidate commands are in, as an in-depth review normally takes several people about one to two weeks to complete. This may require that you contact some of the candidate commands by phone to determine their ability to assist in the review. Again, we strongly advise you to avoid sending the draft PQS to a large number of commands for review (or to every command in the PQS user community). The resulting complications of duplicate feedback, late submissions by reviewers and non-receipt of submissions will significantly increase your workload, and usually doesn't result in improved feedback.

Once you've decided which commands will review the draft PQS, you should readdress NETPDTC's Preliminary Review message to each of those commands. An example Readdressal with Comments message is provided below.

Example Model Manager Readdressal of NETPDTC 's Preliminary Review message

```

R 301055Z JUN 96 ZYB
FM PATRON THIRTY
TO COMPATWINGSLANT NORFOLK VA//JJJ//
COMPATWINGSPAC BARBERS PT HI//JJJ//
PATRON ONE
PATRON EIGHT
PATRON SIXTEEN
BT
UNCLAS //N03500//
MSGID/GENADMIN/PATRON 30//
SUBJ/READDRESS WITH COMMENTS//
RMKS/1. REQUEST ADDEES TAKE PARA 4 FORACT AND CONDUCT REVIEW OF SUBJ PQS FOR TECHNICAL CONTENT AND
ACCURACY. SUBMIT FEEDBACK IAW PARA 4 FORMAT TO PATRON THIRTY N87 FOR CONSOLIDATION.//
QUOTE
R 261515Z JUN 96 ZYB
FM NETPDTC PENSACOLA FL//N741//
TO PATRON THIRTY
CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7/N722B//
INFO NAVOSHENVTRACEN
BT
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTC//
SUBJ/PRELIMINARY PERSONNEL QUALIFICATION STANDARD (PQS) AVAILABLE FOR REVIEW//
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764
/AWC-SKIP.BOEER(AT)SMTP.CNET.NAVY.MIL//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(850)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. THE FOLLOWING PQS ARE AVAILABLE FROM THE MODEL MANAGER OR NETPDTC BULLETIN BOARD SYSTEM (BBS) FOR
REVIEW AND FEEDBACK. THE PQS WILL BECOME EFFECTIVE ONCE ALL FEEDBACK IS VALIDATED/CONSOLIDATED BY THE
MODEL MANAGER, ENDORSED BY THE TYCOM OR EQUIVELENT, INCORPORATED BY PQSDEVGRU, AND THE FINAL PRODUCT
APPROVED BY THE FLTCINCS.
43999 AVIATION GROUND OFFICER
MODEL MANAGER: PATRON THIRTY, ADCS RUSSET
DSN 942-1111, COMM (850) 772-1111
SUPERSEDES: 43111-1D
APPLICABILITY: ALL COMMANDS WITH AVIATION GROUND OFFICERS ASSIGNED.
2. FOR CINCLANTFLT/CINCPACFLT N7:
A. THE FOLLOWING PRELIMINARY PQS IS SUBMITTED FOR FLTCINC REVIEW AND APPROVAL. REQUEST RESPONSE NLT 26 JUL
96 INDICATING FINAL APPROVAL OR DESIRED CHANGES. FOLLOWING THIS DATE CONCURRENCE OF EXISTING DRAFT WITHOUT
CHANGE IS ASSUMED. APPROVAL WITHOUT CHANGES SHOULD BE SENT VIA GENADMIN OR E-MAIL TO NETPDTC N741, INFO
MODEL MANAGER. DESIRED CHANGES SHOULD BE SENT VIA GENADMIN MSG TO APPROPRIATE MODEL MANAGER, INFO NETPDTC
N741. MODEL MANAGER WILL COORD CHANGES WITH NETPDTC FOR INCORPORATION INTO SUBJ PQS. FOR ANY CHANGES, PQS
WILL NOT BE RESUBMITTED FOR APPROVAL UNLESS INDICATED.
3. FOR MODEL MANAGER:
A. REQUEST YOU READDRESS THIS MSG TO THOSE COMMANDS THAT YOU DESIRE TO CONDUCT A REVIEW OF THIS RELIMINARY
PQS.
B. FOLLOWING YOUR RECEIPT OF REVIEWING COMMAND RECOMMENDATIONS, RESEARCH AND VALIDATE EACH SUGGESTED
CHANGE, AND APPROVE OR DENY THE SUGGESTED CHANGE. SUBMIT YOUR CONSOLIDATED FEEDBACK OF APPROVED CHANGES TO
THE PRELIMINARY DRAFT TO NETPDTC N741 VIA MSG FOR INCORPORATION INTO THE PRELIMINARY PQS DRAFT.
C. YOUR CONSOLIDATED FEEDBACK IS DUE TO PQSDEVGRU NLT 10 AUG 96.
D. WITH YOUR FEEDBACK, PROVIDE NAMES/HULL NUMBERS OF ALL COMMANDS THAT CONTRIBUTED FEEDBACK, WHETHER THEIR
INPUTS WERE USED OR NOT.
4. FOR REVIEWING COMMANDS:
A. YOUR FEEDBACK IS DUE TO MODEL MANAGER NLT 26 JUL 96.
B. REQUEST COMMENTS, CHANGE RECOMMENDATIONS, AND POINT OF CONTACT WITH ASSOCIATED DSN NUMBERS BE SUBMITTED
VIA MSG TO THE MODEL MANAGER BY THE DATE INDICATED.
C. IN RESPONSES, LIST EACH INDIVIDUAL ITEM OR CHANGE PROPOSAL IN FOUR PARTS AS FOLLOWS:
I. IDENTIFICATION OF PQS SECTION AND ITEM NUMBER (I.E. 101.1.2)
II. RECOMMENDED TYPE OF CHANGE (ADD, DELETE, CHANGE TO READ, ETC.)
III. REASON/JUSTIFICATION FOR THE PROPOSED CHANGE
IV. REFERENCE WHICH CONTAINS THE DESIRED ANSWER (TO INCLUDE TITLE OF REFERENCE, CHAPTER/SECTION, AND
PAGE
NUMBER).
UNQUOTE
BT

```

Once you have selected and notified your reviewing commands of the availability of the draft PQS, they will need to download a copy of the PQS from the PQSDEVGRU website for review. Please note, while in the draft stage, the PQS is password protected. The password is provided to you in the Preliminary Review message, and is subsequently provided to your reviewing commands when you readdress the message to them. Alternately, once you have downloaded a copy of the draft PQS, you can send it to a reviewing command by mailing a paper copy or e-mailing the downloaded file.

Your Workshop Supervisor will take care of sending a copy of the Preliminary PQS to both of the FLTCINC N7 Departments.

Requests for Extension of Feedback Deadline

Only the PQSDEVGRU Production Officer can approve requests for extensions of the Preliminary Review Feedback deadlines, and only the Model Manager representative can request an extension. Reviewing commands that require a deadline extension should contact you, the Model Manager representative. Reviewing commands that contact PQSDEVGRU for extensions directly will be referred to you. The most frequent requests for extensions are due to late receipt of the draft PQS, or unplanned operational commitments that prevented the reviewing commands from conducting or completing the review.

Before you contact PQSDVGRU to request an extension, think about the feedback submissions that you have already received from other reviewing commands. If you have already received feedback submissions that contain little or no changes, you should consider if delaying your consolidation message while awaiting feedback from the tardy command would produce any additional value to the draft PQS. If you feel the extension is necessary, then you should contact the PQSDEVGRU Production Officer or your Workshop Facilitator to negotiate an extension request for the reviewing command, as well as your own consolidation deadline. Keep in mind however, if an extension is approved, other draft PQS will be accelerated into the editing time and production schedule that PQSDEVGRU has allotted for your PQS. A two-week extension could result in as much as a two-month delay in the final distribution of your PQS.

Consolidate the Feedback Submissions

When you have received the comments from all of the reviewing commands, you must evaluate the merit of each suggested change or addition. As the Model Manager representative, you serve as the community authority for approving or denying the feedback submissions. If you feel that the content of a submission is out of your area of expertise, seek out the opinions of others within your command to determine if the recommendation is valid and appropriate. Ensure that you check and validate the references that reviewing commands provide with their feedback submissions. Being “pretty sure” that the topic is contained in a reference isn’t an acceptable validation method. You must open the reference publication and find the answer, just as a PQS user will have to do when completing this PQS in your community.

After you have decided which feedback submissions will be approved, you should prepare and send a Model Manager Recommended Changes and Approval message to NETPDTC PQSDEVGRU. You should only list the feedback changes that you have approved, and ensure that each approved change is listed in the message using the four part format described in the NETPDTC Preliminary Review message, as follows:

- I. Identification of PQS section and item number (i.e. 101.1.2)
- II. Recommended type of change (add, delete, change to read, etc.)
- III. Reason/justification for the proposed change
- IV. Reference that contains the desired answer (to include title of reference, chapter/section, and page number).

Any Model Manager Change Recommendation that doesn't include each part of this format is considered incomplete and cannot be added to the draft PQS by the PQSDEVGRU editorial assistants. It will be returned to you for additional research to locate the missing information.

FLTCINC changes usually pertain to differences in available equipment or procedure among units of the different fleets. If there are changes required in your draft PQS, the FLTCINCs will provide the change requirements to you via naval message. When you receive this message you should contact the assigned Workshop Facilitator as soon as possible to discuss the impact and method of making these changes.

Submission Format of Model Manager Recommended Changes and Approval message

The preferred method for sending your Recommended Changes and Approval message is by naval message, although e-mail or fax is acceptable, and sometimes, quicker. The only absolute requirement is that the message be typed. Telephone inputs and handwritten changes will not be accepted. An example message is provided below.

Example Model Manager Recommended Changes and Approval Message

```
R 071055Z AUG 96 ZYB
FM PATRON THIRTY
TO NETPDT C PENSACOLA FL//N741//
TO PATRON THIRTY
INFO CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7/N722B//
UNCLAS //N03500//
MSGID/GENADMIN/NETPDT C//
SUBJ/MODEL MANAGER PRELIMINARY PERSONNEL QUALIFICATION STANDARD (PQS) CHANGES AND APPROVAL//
REF/A/MSG/NETPDT C/261515ZJUN 96//
REF/B/DOC/CNET/26JUN96/DOCSN:43999-A//
NARR/REF A IS PRELIMINARY PQS REVIEW ANNOUNCEMENT MSG REQUESTING PATRON 30 COORDINATE REVIEW OF SUBJ PQS.
REF B IS AVIATION GROUND OFFICER DRAFT PQS.//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(850)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. THE FOLLOWING CHANGES WERE CONSOLIDATED FROM REVIEWING COMMANDS, HAVE BEEN APPROVED BY THE PQS
MODEL MANAGER AND ARE SUBMITTED FOR INCLUSION IN SUBJ PRELIMINARY PQS.

2.
A. SECTION 112.1
B. ADD ITEM 112.1.6 AFTER EXISTING 112.1.5 ENTRY. ADD VERBIAGE '112.1.6, HYDRAULIC RESERVOIRS, (REF D, CH.
3), ONE SIGNATURE LINE' TO 112.1.6 ENTRY.
C. HYDRAULIC RESERVOIRS RECENTLY ADDED TO LIFT SYSTEM REQUIRES KNOWLEDGE OF BASIC FLUID POWER PRINCIPLES.
D. NAVEDTRA 82911, FLUID POWER

3.
A. 202.4.A
B. CHANGE 203.4.A VERBIAGE 'PRONG' TO READ 'PROLONGED'.
C. TYPO ERROR SIGNIFICANTLY EFFECTS CAUTION NOTES CONCERNING LENGTH OF ENGINE OPERATION.
D. REF CITED IN ORIGINAL 203.4.A ENTRY REMAINS RELEVANT AND UNCHANGED.

4. FOLLOWING COMMANDS PARTICIPATED IN REVIEW OF SUBJ PQS AND/OR SUBMITTED FEEDBACK:
COMPATWINGSLANT NORFOLK VA
COMPATWING ELEVEN JACKSONVILLE FL
COMPATWING ONE KAMI SEYA JA
PATRON ONE WHIDBEY IS WA

5. MODEL MANAGER HAS COMPLETED REVIEW OF SUBJ PQS AND, FOLLOWING INCLUSION OF THE ABOVE CHANGES,
RECOMMENDS PQS BE SUBMITTED FOR FLTCINC APPROVAL AND SUBSEQUENT DISTRIBUTION.//
BT
```

Incorporation of Model Manager Changes

When PQSDEVGRU receives your consolidated changes message, the assigned Workshop Facilitator will begin the last step in the Preliminary Review process, incorporating your recommendations into the draft PQS. This stage may take anywhere from 5 to 30 days to complete, depending on the complexity of the changes.

After your changes are entered, the PQSDEVGRU Editorial Assistants will add the final formatting necessary to convert the draft PQS into a smooth production-ready PQS, and then conduct a final error check of the entire PQS. After this is completed, your PQS will enter the Distribution phase.

In Summary

- ***PQSDEVGRU will release a Preliminary review announcement message that you can readdress to commands that you select to conduct the review and submit feedback***
 - ***Your Preliminary Review should last no more than 30 days depending on the complexity of the draft PQS***
 - ***You must download a copy of the Preliminary Review PQS from the NETPDTC Webpage, then provide copies to your selected reviewing commands***
 - ***PQSDEVGRU will forward the draft PQS to CINCLANTFLT/CINCPACFLT for review***
 - ***If a FLTCINC requires any changes, they will be sent directly to the Model Manager for research and validation, who then sends the change to PQSDEVGRU for incorporation into the PQS***
 - ***You will validate the submitted feedback, and elect to reject or approve each submission, and forward the approved feedback to PQSDEVGRU for incorporation in the draft PQS***
 - ***Any Request to extend Feedback Deadlines must be approved by the PQSDEVGRU Production Officer***
-

PART 8 - PQS DISTRIBUTION

Now that your PQS has been approved by the FLTCINC's, it is ready for distribution to the PQS user community. PQSDEVGRU will convert the PQS from a Microsoft Word 97 format computer file to an Adobe Acrobat ".PDF" file to make user electronic file downloads easier. Then NETPDTC will prepare and release a "New PQS Announcement" message and place downloadable computer files of the new PQS on the PQS Web page, SALTS file download area, and include the PQS in the next issue of the PQSDEVGRU CD-ROM.

Section 26 - New PQS Announcement Message

The NETPDTC New PQS Announcement message describes the NAVEDTRA Number and Title of the new PQS, details each old PQS that has been superceded by the new PQS, and explains the procedures that fleet personnel can use to obtain a copy of the new PQS. A sample NETPDTC New PQS Announcement message follows.

Sample NETPDTC New PQS Announcement Message

```
R 101515Z SEP 96 ZYB
FM NETPDTC PENSACOLA FL //N741//
TO CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7//
COMNAVAIRLANT NORFOLK VA//N7//
COMNAVAIRPAC SAN DIEGO CA//N7//
PATRON THIRTY
INFO CNO WASHINGTON DC//N889F6//
CNET PENSACOLA FL//N5221//
COMTRALANT NORFOLK VA//N71//
COMAFLOATTRAGRUPAC SAN DIEGO CA
COMAFLOATTRAGRULANT NORFOLK VA
COMNAVRESFOR NEW ORLEANS LA//N7//
COMNAVSURFRESFOR NEW ORLEANS LA//N7//
COMDT COGARD WASHINGTON DC//G-OCU//
COGARD TQC CHESAPEAKE VA
NAVOSHENVTRACEN NORFOLK VA
BT
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTC//
SUBJ/NEW PERSONNEL QUALIFICATION STANDARDS (PQS) NOTIFICATION//
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764
/AWC-SKIP.BOER(AT)CNET.NAVY.MIL//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(850)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. THE FOLLOWING NEWLY CREATED/REVISED PQS ARE EFFECTIVE AND AVAILABLE IMMEDIATELY ON THE NETPDTC
BULLETIN BOARD SYSTEM (BBS) AND INTERNET WEB PAGE, VIA SALTS OR STEAM PROGRAMS. ADDITIONALLY, THEY WILL BE
INCLUDED ON THE NEXT RELEASE OF THE PQS CD-ROM (NORMALLY UPDATED AND DISTRIBUTED BY NETPDTC EACH MARCH AND
SEPTEMBER).
A. 43999, AVIATION GROUND OFFICER
EFFECTIVE DATE: 9609
MODEL MANAGER: PATRON THIRTY
SUPERCEDES: 43111-1D
APPLICABILITY: ALL COMMANDS WITH AVIATION GROUND OFFICERS ASSIGNED.

2. THE NETPDTC PQS DOWNLOAD WEB PAGE IS ACCESSABLE TO INTERNET ACCOUNTS ORIGINATING FROM COMPUTERS USING
.MIL OR .GOV ACCOUNT REGISTRATIONS AT THE FOLLOWING ADDRESS: WWW.CNET.NAVY.MIL/NETPDTC/PQS/DEFAULT

3. FOR MODEL MANAGER: REQUEST WIDEST POSSIBLE READDRESSAL AND DISSEMINATION TO COMMANDS THAT UTILIZE SUBJ
PQS.//
BT
```

What to do with NETPDTC's New PQS Announcement message

Your last duty associated with the development of this PQS is to readdress NETPDTC's New PQS Announcement message to the PQS user community. As with the PQS Workshop Convening message that you readdressed earlier, announcing the PQS Development Workshop, you can choose to use either the Targeted readdressal, or the

Broadcast readdressal method. We've included an example of the Broadcast method readdressal below, but the method that you choose to announce the availability is completely up to you.

Example Model Manger Readdressal of NETPDTC New PQS Availability Message (Broadcast)

```
R 111055Z SEP 96 ZYB
FM PATRON THIRTY
TO COMNAVAIRLANT NORFOLK VA//N7//
COMNAVAIRPAC SAN DIEGO CA//N7//
BT
UNCLAS //N03500//
MSGID/GENADMIN/PATRON 30//
SUBJ/READDRESSAL WITH COMMENTS//
RMKS/1. REQUEST YOUR ASSISTANCE IN DISEMINATING AVAILABILITY OF SUBJ PQS TO ALL APPLICABLE SUBORDINATE
COMMANDS. //
QUOTE
R 101515Z SEP 96 ZYB
FM NETPDTC PENSACOLA FL //N741//
TO CINCPACFLT PEARL HARBOR HI//N7/N73A//
CINCLANTFLT NORFOLK VA//N7//
COMNAVAIRLANT NORFOLK VA//N7//
COMNAVAIRPAC SAN DIEGO CA//N7//
PATRON THIRTY
INFO CNO WASHINGTON DC//N889F6//
CNET PENSACOLA FL//N5221//
COMTRALANT NORFOLK VA//N71//
COMAFLOATTRAGRUPAC SAN DIEGO CA
COMAFLOATTRAGRULANT NORFOLK VA
COMNAVRESFOR NEW ORLEANS LA//N7//
COMNAVRESFOR NEW ORLEANS LA//N7//
COMDT COGARD WASHINGTON DC//G-OCU//
COGARD TQC CHESAPEAKE VA
NAVOSHENVTRACEN NORFOLK VA
UNCLAS //N03500//
MSGID/GENADMIN/NETPDTC//
SUBJ/NEW PERSONNEL QUALIFICATION STANDARDS (PQS) NOTIFICATION//
POC/BOER/AWC/NETPDTC/-/TEL:(850)452-1111/TEL:DSN 922-1111/TEL:FAX(850)452-1764/TEL:FAX DSN 922-1764
/AWC-SKIP.BOER(AT)SMTP.CNET.NAVY.MIL//
POC/RUSSET/ADCS/PATRON 30/-/TEL:(850)772-1111/TEL:DSN 942-1111/EMAIL: N87A(AT)NASJ.NAVY.MIL//
RMKS/1. THE FOLLOWING NEWLY CREATED/REVISED PQS ARE EFFECTIVE AND AVAILABLE IMMEDIATELY ON THE NETPDTC
BULLETIN BOARD SYSTEM (BBS) AND INTERNET WEB PAGE, VIA SALTS OR STEAM PROGRAMS. ADDITIONALLY, THEY WILL BE
INCLUDED ON THE NEXT RELEASE OF THE PQS CD-ROM (NORMALLY UPDATED AND DISTRIBUTED BY NETPDTC EACH MARCH AND
SEPTEMBER).
A. 43999, AVIATION GROUND OFFICER
EFFECTIVE DATE: 9609
MODEL MANAGER: PATRON THIRTY
SUPERCEDES: 43111-1D
APPLICABILITY: ALL COMMANDS WITH AVIATION GROUND OFFICERS ASSIGNED.

2. THE NETPDTC PQS DOWNLOAD WEB PAGE IS ACCESSABLE TO INTERNET ACCOUNTS ORIGINATING FROM COMPUTERS USING
.MIL OR .GOV ACCOUNT REGISTRATIONS AT THE FOLLOWING ADDRESS: WWW.CNET.NAVY.MIL/NETPDTC/PQS/DEFAULT

3. FOR MODEL MANAGER: REQUEST WIDEST POSSIBLE READDRESSAL AND DISSEMINATION TO COMMANDS THAT UTILIZE SUBJ
PQS.//
BT
```

In Summary

- ***NETPDTC will release a New PQS Notification message describing the PQS and provide information on how the PQS can be obtained***
- ***The Model Manager will readdress the NETPDTC's New PQS Notification message to the appropriate commands in the PQS user community***

PART 9 - DISTRIBUTION CHANNELS

Your new PQS, as well as the entire inventory of other effective PQS, is available to fleet users via several different ordering and delivery methods, or as we refer to them – “Distribution Channels”. In the past, all PQS have been printed and distributed by NAVPUBFORMCEN Philadelphia, PA. Recently, NETPDTC began distributing the PQS Catalog and the entire inventory of effective PQS as computer word processor files, via several different Electronic Distribution channels. These channels include CD-ROM, SALTS download file areas, and since 1998, Internet Web downloads. Additionally, NETPDTC provides PQS file download availability to the STEAM shipboard LAN demonstration project that has been installed in a number of ships.

NETPDTC doesn't expect you to get deeply involved with the procurement and delivery of PQS by fleet users. But it could be useful for you to understand the different Distribution Channels available to fleet users when you receive the inevitable call from a ship or squadron requesting that your command, the Model Manager, provide them with copies of the PQS.

Section 27 - Print Distribution Channel

Phase-out of Print Distribution

Effective in 1998, CNET mandated that all distribution of PQS be shifted to electronic means. NETPDTC discontinued funding of NAVPUBFORMCEN re-print orders needed to replenish warehouse stock, and on-hand stock of PQS was depleted through normal fleet orders. Pre-printed PQS manuals are no longer available through NAVPUBFORMCEN.

Section 28 - Electronic Distribution Channels

Distribution by electronic methods, currently implemented as distribution by computer-based technologies, has traditionally been a secondary distribution channel used to supplement the NAVPUBFORMCEN pre-printed distribution channel. But with the increased availability of advanced computers and printers in commands throughout the navy, Electronic Distribution of PQS manuals has become a viable alternative to the Print Distribution channel. Commands that have the computer hardware necessary to download the data files can quickly obtain PQS manuals, as they are needed.

A Note on Electronic Distribution file formats

While the computer hardware requirements necessary for downloading the PQS manuals differ for each of the Electronic Distribution Channels discussed below, the quality of the delivered file is now identical.

In the past, PQS were delivered through the various electronic channels in several different word processor formats. Some PQS were in WordPerfect 4.0, others in WordPerfect 5.0 or 5.1, and recently, some were in Microsoft Word 6.0/8.0 format. The different formats that we distributed PQS in, coupled with the wide variety of word processors used through fleet commands to open those files, created the opportunity for loss of text and page alignment problems when the file was printed by a fleet command.

To ensure that a standardized PQS product is delivered to each fleet customer, NETPDTC has converted the entire PQS electronic file inventory from the various word

processor formats to a new file format called "Portable Document Format (PDF)". Now, each fleet user can access and print a PQS manual without regard to word processor or computer setup. PDF files are read by the users computer using a program called Adobe Acrobat Reader that is included in each CD-ROM and bundled with each file transfer over the SALTS, STEAM and Internet Web page.

Now, a command that uses only a basic computer and CD-ROM drive will have access to the same quality of PQS file from the PQS CD-ROM that a more advanced computer with Internet capability can obtain from NETPDTC's Internet Web page.

CD-ROM

The complete PQS Catalog is distributed to fleet commands on CD-ROM each November. This has traditionally been a low-cost avenue to distribute the entire inventory of PQS manuals to fleet units. Each CD-ROM contains the latest version of the following PQS Program products:

- PQS Program Guides
- PQS Catalog
- Officer and Enlisted Watchstation PQS Manuals
- Standard Answer Books
- Enlisted Warfare Specialist PQS Manuals
- NETPDTC issued Errata Changes

Automatic Distribution and One Time Orders

When a PQS CD-ROM is issued, the Automatic Distribution is made from the printer's plant using shipping labels provided by Defense Automated Printing Service (DAPS). PQSDEVGRU maintains the Automatic Distribution source list that DAPS uses to create the shipping list. The remaining copies are available for order through the supply system.

PQSDEVGRU does not have stock on hand and cannot fill user requests for a one-time distribution. However, we can have your command added to the Automatic Distribution list for the next issue of the PQS CD-ROM.

NETPDTC PQS Web Page

In early 1998, PQSDEVGRU began developing an Internet page that provided the ability to distribute PQS as downloadable files via the World Wide Web. After a six-month demonstration phase, the Web Page was enhanced, and the full catalog of effective PQS, Catalogs and other PQSDEVGRU products became available for download by approved users.

The NETPDTC PQS Web page, located under the URL address www.cnet.navy.mil/netpdtc/pqs/default, now provides the full range of PQS products, in PDF file format, including:

- PQS Program Guides
- PQS Catalog
- Officer and Enlisted Watchstation and Aircrew Evolution PQS Manuals
- Enlisted Warfare Specialist PQS Manuals
- PQS Preliminary Review Area
- Recently released PQS (those released after latest edition of CD-ROM)

In order to access the PQSDEVGRU web page, you will need to have a computer equipped with Internet Browser communication software and an internet service provider.

SALTS

The Streamlined Automated Logistics Transmission System Project (SALTS) allows fleet users in ships underway to generate and monitor Supply requisitions via computer. The SALTS computer system also provides a variety of secondary services, such as e-mail, Internet access and rapid download of computer files from its main computer in Philadelphia, PA.

PQSDEVGRU maintains a database of PQS products at the SALTS computer site to assist afloat fleet users to quickly obtain PQS manuals while they are underway or forward deployed. The following PQS products can be downloaded from SALTS:

- PQS Program Guides
- PQS Catalog
- Officer and Enlisted Watchstation PQS Manuals
- Standard Answer Books
- Enlisted Warfare Specialist PQS Manuals
-

In order to use the SALTS Distribution Channel to obtain PQS products, you will need to contact your supply department to determine if your command has an active SALTS account and computer terminal aboard. The SALTS sponsoring command governs computer hardware requirements, and each fleet command has particular access procedures and policies for using its SALTS terminal. Once you are logged onto the SALTS systems, there are no PQSDEVGRU passwords or file download restrictions limiting access to SALTS provided PQS products.

STEAM

The Shipboard Training, Education, Advancement, and Morale (STEAM) multimedia integration computer system is a CNET sponsored program currently installed on several afloat units as a Smart Ship Demonstration Project integrating several CNET controlled programs into an integrated shipboard Local Area Network (LAN). Using computer terminals located throughout the ship, STEAM allows command personnel to easily access:

- Shipboard Training Enhancement Programs,
- Computer-based training courses
- Interactive electronic technical manuals
- Interactive Rate Training Manuals,
- Self-paced Correspondence Courses
- Enlisted Rate BIBS and PARS, PQS Manuals
- Fleet Library reading material

As the STEAM database is installed on the LAN server, there is no need for a physical or electronic connection between the STEAM system and an ashore service provider such as SALTS or the Internet.

PQSDEVGRU maintains a database of the effective PQS Manuals and Standard Answer Books on the STEAM LAN. The CNET STEAM Demonstration Project Office governs database update intervals. STEAM users should consult their command STEAM Manager for questions concerning access or printing of STEAM distributed products.

In Summary

- ***PQS are available to fleet users in several different electronic formats; however paper distribution has been phased out. It is up to the user/user command to print PQS as required.***
 - ***NETPDTC accomplishes all electronic distribution in a standardized file format known as “.PDF” that is viewed using Adobe Acrobat Reader (included with each downloaded file)***
 - ***Although computer hardware requirements differ, PQS are available from several different sources:***
 - ***CD-ROM***
 - ***NETPDTC PQS Web Page***
 - ***SALTS***
 - ***STEAM***
-

PART 10 - JOB QUALIFICATION REQUIREMENTS

Situations may arise in which a qualification is needed immediately where a PQS does not exist, or the user community is so small that it is not cost effective to produce a PQS. In these circumstances, the user may opt to develop a Job Qualification Requirements (JQR), which is a PQS-type manual developed as a local command standard. If it is to be used at one command, the Commanding Officer may approve its use, however, a TYCOM must approve and institute the use of a JQR in similar classes of ships or in ships with similar watchstations.

The only restriction regarding JQR development is that the title must read JOB QUALIFICATION REQUIREMENTS (JQR) to avoid any confusion with CNO Sponsored and FLTCINC approved PQS produced by NETPDTC and the PQS Development Group. For specific information regarding the development of JQRs, refer to the PQS Unit Coordinator's Guide, NAVEDTRA 43100-1 (series).

PART 11 - IN CLOSING

As a PQS Model Manager, your job is critical to a qualification and designation program used throughout the Navy. You are the manager and spokesperson for your community's most important qualification document. We realize that your assignment as a PQS Model Manager representative is usually a first-time experience for you, and that it is unlikely you will ever manage another. To help ease your job and make this a rewarding assignment rather than an administrative burden, we have attempted to incorporate into this PQS Model Manager's Guide all those bits of information and knowledge gained from years of practical experience in the PQS Program.

Even with the wealth of material contained in this guide, we may not have covered all the subjects that might interest you. We welcome any questions, comments or recommendations you may have for future editions of this guide, as well as any other PQS products that you feel could be improved. Please send your recommendations to us via any of the following methods:

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The PQS Workshop Facilitators at the Naval Education and Training Professional Development and Technology Center are always ready to assist you with your problems and questions. We are as close as your telephone or computer and we welcome the opportunity to discuss any PQS matters with you.